

Corporate Policy and Strategy Committee

10.00am, Tuesday, 7 August 2018

City of Edinburgh Council – Fair Trade Policy

Item number	7.12
Report number	
Executive/routine	Executive
Wards	All
Council Commitments	36

Executive Summary

Edinburgh is a Fairtrade City. The Fairtrade Foundation awarded the city its Fairtrade status in March 2004. To support this, a Fairtrade policy and action plan for the council was approved in September 2005.

At its meeting in January 2017, Corporate Policy and Strategy Committee considered an assurance statement of sustainability policies and agreed that the council's fair trade policy would be reviewed in light of the Procurement Reform (Scotland) 2014 Act and changes in council structures.

This report provides an update to the council's fair trade policy and action plan.

Note that "Fairtrade" is used to refer to the status conferred by complying to certain goals and is also a brand name. Rules under the Procurement Act prohibit trade marks on non-discriminatory grounds, therefore, to comply with the Act, this report uses the terms "fair trade or equivalent" or 'fairly traded' where appropriate.

Fairtrade Policy 2018

1. Recommendations

- 1.1 Committee approves the updated Fairtrade policy and action plan (as set out in Appendix 1 and Appendix 2) in support of the Edinburgh Fairtrade City initiative;
- 1.2 Committee agrees that a progress report on the implementation of the policy is prepared annually in August;
- 1.3 Committee acknowledges the work of Edinburgh Fairtrade Steering Group in supporting and promoting Fairtrade across the city;
- 1.4 Committee acknowledges the work the city's schools have done to support Edinburgh as a Fairtrade city.

2. Background

- 2.1 Fairtrade is an international movement to guarantee that producers in developing countries receive a fair price for their goods. It is an issue that encompasses the three strands of sustainable development – social, economic and environmental. Objectives strongly identify with developing world issues and the international focus on eradicating poverty. Fairtrade provides producers in developing countries with:
 - 2.1.1 a fair price for products that reflects the true cost of production;
 - 2.1.2 fair access to international markets;
 - 2.1.3 better trading conditions;
 - 2.1.4 better working conditions; and
 - 2.1.5 support to develop social and environmental projects in their communities such as better health, education and sanitation facilities.
- 2.2 The City of Edinburgh achieved its Fairtrade city status on 12 March 2004 as part of the UK Fairtrade Fortnight celebrations. The council and a range of city organisations and businesses make up the Edinburgh Fairtrade Steering Group, which meets regularly to look at ways to promote fair trade in the city. The Lord Provost is vice chair of the steering group and other elected members sit on the group.
- 2.3 The council is a key player in assisting the city to maintain its Fairtrade city status. As such a council Fairtrade Policy and Action Plan were developed in 2005 to support Edinburgh's status as a Fairtrade City. An update of the policy and action

plan are required following enactment of the Procurement Reform (Scotland) 2014 Act.

3. Main report

- 3.1 This policy and action plan provides a refresh to the 2005 council Fairtrade policy following council restructuring and the enactment of the Procurement Reform (Scotland) 2014 Act.
- 3.2 To gain and retain Fairtrade City status, the city must meet five goals as defined by the Fairtrade Foundation. All five goals are explained in full in the Fairtrade Town Action Guide (via the link below at 10.2). The involvement of the Council is required for the city to achieve goals 1 and 5. The Council has fulfilled its obligations under both these goals as shown below.
- 3.3 Goal 1 states that the 'council passes a resolution supporting Fairtrade and agrees to serve Fairtrade coffee and tea at its meetings and in its offices and canteens'. Following enactment of the Procurement Reform Act, procurement rules prohibit trade marks on non-discriminatory grounds, therefore, to comply with the Act, goal 1 has been modified to meet this requirement and fairtrade or equivalent or 'fairly traded' coffee and tea is being served at council meetings and in our offices and canteens. A further requirement under Goal 1 is that there must be a named council representative (member or officer) on the local Fairtrade Steering Group.
- 3.4 Goal 5 states that a local Fairtrade Steering Group is convened to ensure continued commitment to its Fairtrade city status'.
- 3.5 Since 2004, the council's Fairtrade achievements include:
 - 3.5.1 Council passed a resolution supporting Fairtrade in November 2005;
 - 3.5.2 The Lord Provost and other Elected Members sit on the Edinburgh Fairtrade Steering Group;
 - 3.5.3 Annual promotion of Fairtrade Fortnight through the Lord Provost's awards and school awards ceremonies and presentations;
 - 3.5.4 Celebration of the city's 10-year anniversary as a Fairtrade City by featuring the Fairtrade mark on Edinburgh's historic floral clock and the staging of various events;
 - 3.5.5 Promotion of other Fairtrade events in Edinburgh through press releases, the council's website, social media and Newsbeat;
 - 3.5.6 Fairly traded or equivalent tea and coffee are served at all council meetings and a range of Fairtrade and fairly traded products are available on the council's food contract;
 - 3.5.7 A range of fairly traded products are available in council owned cultural venues including products that are carbon neutral, organic, sustainable and not for profit;

- 3.5.8 A number of council schools have Fairtrade Schools status and others are working towards it; and
- 3.5.9 Several schools in Edinburgh purchase school uniforms that are made with fairly traded or ethical materials including St Mary's Leith and Duddingston primary schools.
- 3.6 The recent procurement regulations have more flexibility to promote and encourage social and environmental considerations with suppliers and in the supply chain. The council's commitment to fairly traded goods can be promoted through purchasing practices. As already stated, while care must be taken not to use the label 'Fairtrade' as the procurement rules prohibit trade marks on non-discriminatory grounds the term 'Fair-trade or equivalent' or 'fairly traded' would be compliant with the procurement rules. Where sustainability and provenance of goods is important the evaluation criteria can reflect this. Most of the council's goods will be purchased through national local authority contracts which will normally provide Fairtrade options and it will be for the individual budget holders to exercise their choice to buy fairly traded goods.
- 3.7 It is proposed that the council approves the attached refreshed policy and accompanying action plan. It captures all the good work the council is already doing to support the work of the Edinburgh Fairtrade Group and promote fairly traded goods to its staff, partners and customers, and outlines other measures that could be taken forward.
- 3.8 In order to fully establish and assume Fairtrade actions the following areas of the council will be involved in implementing the policy:
- 3.8.1 Strategy and Insight – policy lead and monitoring;
 - 3.8.2 Property and Facilities Management – catering services;
 - 3.8.3 Corporate Communications – publicity;
 - 3.8.4 Commercial and Procurement Services – procurement contracts; and
 - 3.8.5 Communities and Families – operational (links to Schools' Healthy Eating Campaign and the Eco Schools initiative).

4. Measures of success

- 4.1 Edinburgh retains its status as a Fairtrade City.
- 4.2 An annual monitoring report will be provided showing progress against the actions in the plan.

5. Financial impact

- 5.1 The Procurement Reform (Scotland) Act 2014 provides the national legislative framework for sustainable public procurement. It is difficult to predict the financial

impact in supporting fair and ethical trade, and whether it would cost more, less or equal. In terms of this policy however there is no reportable financial impact.

6. Risk, policy, compliance and governance impact

- 6.1 Continued council support for fairly traded and ethical products contributes to mitigating risks of non-compliance with statutory requirements, specifically the Procurement Reform (Scotland) Act.
- 6.2 In addition, the council is ensuring it is taking action to ensure Edinburgh retains its Fairtrade City Status.

7. Equalities impact

- 7.1 Equality and rights are a key component of the Council's Fairtrade Policy and Action Plan which are underpinned by principles including being inclusive, engaging and sustainable. Delivery of this plan will improve Council ability to deliver the public sector equality duty.

8. Sustainability impact

- 8.1 This report has been assessed in respect of the three elements of the Climate Change (Scotland) Act 2009 Public Bodies Duties. In summary, the proposals in this report will help improve social justice, economic wellbeing and environmental good stewardship.

9. Consultation and engagement

- 9.1 Fairtrade in Edinburgh is delivered by a city-wide, cross-sector partnership with regular and ongoing engagement between members and the wider Edinburgh community.

10. Background reading/external references

- 10.1 [City of Edinburgh Council: Fair Trade Policy](#): Executive of the Council, 20 September 2005
- 10.2 [The Fairtrade Town Action Guide](#), Fairtrade Foundation

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11. Appendices

None.

Appendix 1

FAIR TRADE POLICY FOR THE CITY OF EDINBURGH COUNCIL

POLICY STATEMENT 2018

The City of Edinburgh Council supports the Edinburgh Fair Trade City initiative and will promote the use of fairly traded and ethical products in Council directorates (including schools) and raise awareness of fairly traded and ethical products amongst Council staff.

The Policy Aims are:-

- to increase the use of fairly traded and ethical products across the Council and to serve fairly traded and ethical coffee and tea at Council meetings, in offices and canteens;
- to promote and raise awareness of fair and ethical trade amongst Council employees;
- to offer fairly traded and ethical products as an option on the Council food contract and other appropriate Council contracts where catering may be provided by an external provider.

Key Objectives are:-

- to maximise the range of fairly traded and ethical products available on Council contract and to publicise them across the Council (including in schools);
- to increase fairly traded and ethical food and beverages available in dispensers as part of Council contracts;
- to work in partnership with suppliers to the Council in the promotion of fairly traded and ethical products;
- to increase the number of Council schools holding fair trade status and provide support to schools working towards it;
- to continue to promote Edinburgh's status as a Fairtrade city through signage, communications and other media;
- to promote through the Council's website and Communication Service annual Fairtrade Fortnight events and the Edinburgh Fairtrade Festival;
- to monitor the uptake of fairly traded and ethical products in Council directorates and report to the Council on an annual basis;
- to monitor the implementation of the policy and report on progress.

Implementation

The policy will be implemented jointly by Strategy and Insight and Communications in the Chief Executive's Directorate, Commercial and Procurement Services in Finance, Catering Services in Property Facilities Management, and Communities and Families.

Appendix 2

The City of Edinburgh Council - Fair Trade Policy Action Plan 2018

Objective 1: Maximise the range of fair and fairly traded products on Council contract			
Action	Lead Section	Timescale	Progress to date
Maximise the range of fair, fairly traded and ethical products on the Council's food contract and other appropriate contracts where catering may be provided by an external provider	Catering Services, Property and Facilities Management Commercial and Procurement Services, Finance	Ongoing	A range of fair and fairly traded products are available in the City Chambers and Waverley Court canteens and cafes. A number of fair trade products such as premium chocolate have recently been introduced. Fair, fairly traded and ethical products can be purchased in other Council buildings although more could be done to encourage consumption of these products in these buildings. All Council schools sell fair trade products.
Look at the viability of purchasing staff uniforms made from fairly traded materials	Commercial and Procurement Services, Finance	2018- 2019	This request has come from the Edinburgh Fairtrade Group and is at the initial stages of consideration.
Maximise the range of fair, fairly traded and ethical trade products served at Council meetings	Catering Services, Property and Facilities Management	Ongoing	Fairly traded tea, coffee and sugar are served at all Council meetings. All coffee and tea is fairly and ethically traded within the catering department.
Maximise the range of fairly traded and ethical products for sale in Council cultural venues	Catering Services, Cultural Venues, Culture	Ongoing	A range of fairly traded and ethical products are available in the Council owned cultural venues including products that are carbon neutral, organic, sustainable and not for profit.

Objective 2: Increase the number of schools holding Fairtrade status			
Action	Lead Section	Timescale	Progress to date
Increase the number of Council schools with Fairtrade status and provide support to those schools working towards it	Schools & Eco Schools, Communities and Families	Ongoing	A number of Council schools currently hold Fairtrade school status and a number are working towards it
Increase the number of Council schools with school uniforms made from fairly traded cotton	Schools, Communities and Families	Ongoing	Several schools in Edinburgh purchase school uniforms that are made with fairly traded materials including St Mary's Leith and Duddingston primary schools
Objective 3: Communication and promotion			
Action	Lead Section	Timescale	Progress to date
Promote and raise awareness of fair trade issues amongst all Council employees	Strategy & Insight & Communications Catering Services, Property and Facilities Management	Ongoing	Fair trade events, campaigns and issues have been promoted through Newsbeat, the Council's website and social media. The Council's Catering Service advertise their fair, fairly traded and ethical products in Council cafes and canteens.
Continue to promote Edinburgh's status as a Fairtrade city through signage, communication and other media	Strategy & Insight Communications	Ongoing	In 2015, 15 signs bearing the Fairtrade logo and the words 'We are a Fairtrade city' were erected around the outskirts of Edinburgh. A number of high profile fair trade campaigns and events have been promoted by the Council's communication service
Promote through the Council's website and Communication Service annual Fairtrade Fortnight events and the Edinburgh Fairtrade Festival	Strategy & Insight, Communications Schools	Annual	The Council promotes Fairtrade Fortnight annually in collaboration with the Edinburgh Fairtrade Group. This has included the Lord Provost's Fairtrade Awards and School Awards and representation and publicity around Fairtrade events staged in Edinburgh, especially the annual Edinburgh Fairtrade Festival.

Objective 4: Monitoring and Implementation			
Action	Lead Section	Timescale	Progress to date
Undertake monitoring of the uptake of fair, fairly traded and ethical products	Commercial and Procurement Services, Finance Catering Services, Property and Facilities Management Schools	Annually	At present fair, fairly traded and ethical products are not monitored under procurement contracts and by catering services. Procedures will need to be developed to monitor uptake of these products.
Monitor the implementation of the policy and report on progress	Strategy and Insight	Annually	An annual report on progress will be produced.