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Author / Title: Tracy Litt, Site Services Manger – Catering FGH		Classification: Organisational	
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Ratified By: Procedural Document & Information Leaflet Group		Date: 08/06/2017	
Review dates may alter if any significant changes are made		Date: 21/06/2017	
Review Date: 01/06/2020			
Which Principles of the NHS Constitution Apply? Please list from principles 1-7 which apply 1,3,4,5,6,7	Which Staff Pledges of the NHS Constitution Apply? Please list from staff pledges 1-7 which apply 1,2,3,4,5,7		
Does this document meet the requirements of the Equality Act 2010 in relation to Race, Religion and Belief, Age, Disability, Gender, Sexual Orientation, Gender Identity, Pregnancy & Maternity, Marriage and Civil Partnership, Carers, Human Rights and Social Economic Deprivation discrimination? Yes			
Document for Public Display: *Yes			
Reference Check CompletedJoanne Phizacklea.....Date.....19/05/2017..... To be completed by Library and Knowledge Services Staff			

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1. SUMMARY

This policy establishes the University Hospitals of Morecambe NHS Foundation Trust's commitment to sustainability and sets out the general aims and principles of what is an extensive agenda for continuous sustainable food development.

Sustainable development is about meeting society's needs today without compromising the ability of future generations to meet their needs – often referred to as good corporate citizenship or corporate social responsibility.

2. PURPOSE

This policy stipulates the mandatory arrangements for Sustainable procurement involves taking environmental and social considerations into account alongside financial factors when deciding which product and/or service to procure. It also involves looking at the costs of a product or service over its whole life, considering running costs, lifespan and disposal costs as well as acquisition costs.

It can also involve looking at the supply chain for a particular product. This involves considering the impacts of products that accrue before the product is bought and after it is disposed of, for example, manufacturing and final disposal impacts.

The Government's Sustainable Procurement Action Plan¹ states that "Sustainable procurement is good procurement". More specifically, it means ensuring that Government supply chains and public services will be increasingly low carbon, low waste and water efficient, and will respect diversity and deliver wider sustainable development goals

Implementation of the policy will lead to the consideration of:

- Use local, seasonally available ingredients as standard, to minimise energy used in food production, transport and storage.
- Specify food from farming systems that minimise harm to the environment, such as certified organic produce.
- Limit foods of animal origin (meat, dairy products and eggs), as livestock farming is one of the most significant contributors to climate change, and promote meals rich in fruit, vegetables, pulses, whole grains and nuts.
- Ensure that meat, dairy products and eggs are produced to high environmental and animal welfare standards.
- Exclude fish species identified as most 'at risk' by the Marine Conservation Society, and specify fish only from sustainable sources – such as those accredited by the Marine Stewardship Council.
- Choose Fair-trade-Certified products for foods and drinks imported from poorer countries, to ensure a fair deal for disadvantaged producers
- Avoid bottles water and instead serve plain or filtered tap water in reusable jugs or bottles, to minimise transport and packaging waste
- Promote health and well-being by offering generous portions of vegetables, fruit and starchy staples, like whole grains, cutting down on salt, fats and oils, and cutting out artificial additives.

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3. SCOPE

This policy will apply to all staff, contractors and stakeholders of the University Hospitals of Morecambe Bay Foundation trust.

4. POLICY

The Trust recognises that in delivering healthcare services its sites may have adverse impacts on the environment and it is essential that these are minimised and maintained as such through continuous monitoring.

The Trust is committed to preventing pollution and reducing the environmental impact of its activities, and where reasonably practicable will comply with all relevant environmental legislation.

The Trust will do all that is reasonably practicable, and considers it essential that all staff should work together positively to enable the trust to comply with all Statutory Regulations and other guidance relating to energy, the environment and sustainability².

Recognise the importance of good corporate citizenship and of promoting and maintaining high standards of environmental, social and ethical conduct. We are also committed to ensuring that our suppliers and contractors adopt a similar responsible approach.

Ensure that sustainable procurement principles are considered in relevant commercial decisions based on whole life costs including value for money, resulting in a reduced impact, and ideally a positive impact;

Ensure that Government Policies, such as Sustainable Procurement Task Force³ Flexible Framework targets⁴, Government Buying Standards² and UK Government Timber Procurement Policy⁵, are taken into account during relevant commercial activities;

Ensure that staff have the key skills and knowledge required for them to meet NHSBSA⁶ and wider Government sustainable procurement goals, as appropriate for their role;

Communicate the approach to sustainable procurement to staff, key suppliers and other stakeholders (e.g. NHS and non NHS organisations), ensuring that best practice is shared between all involved, and work collaboratively to manage sustainable procurement issues;

Identify the key sustainability impacts of commercial activities, and address these impacts with suppliers and other key stakeholders;

Comply with and maintain awareness of all National and European legislation, making reference to sustainable procurement;

Develop a set of operational purchasing procedures which includes workable sustainable procurement practices.

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Induct, train and coach key procurement and key operational staff on the approach to sustainable procurement and wider sustainable procurement issues;

Engage with staff, suppliers and wider stakeholders (e.g. DH groups, NHS organisations and service user groups) to ensure the continued development of NHSBSA⁶ policies and procedures, and to share best practice with others.

Carry out expenditure analysis to identify key sustainability impacts, and use the results to focus on working with key suppliers and stakeholders to help to address identified impacts.

This policy will apply to all staff, contractors and stakeholders of the University Hospitals of Morecambe Bay Foundation trust and will become embedded in all activities of the organisation. The expansive and long term nature of the sustainability agenda means that the implementation of the policy will be an incremental process

This Sustainable Procurement Policy (SPP) applies to all commercial activities and engagement with external parties excluding the Supply Chain element, which has its own SPP covering its external sourcing activities.

There is links to our local SSP and that of the NHS Supply Chain SPP which are established by NHS Supply Chain and reviewed and approved by the joint management board chaired by the Department of Health (DH).

4.1 Quality Food for a Sustainable Healthcare Service

Providing good food is an essential way for the NHS to help patients recover from illness. NHS caterers continually place the dietary needs of patients first and there are no plans to remove meat from NHS menus.

However, it is proposed that the trust shift to use more seasonal food, more local food, and more use of sustainable and nutritionally valuable produce such as sustainably sourced fish.

The NHS provides well-balanced vegetarian meals for patients, and therefore could promote a meat-free diet for those service users wishing to support this route while in hospitals. Red meat is a major source of saturated fat intake in the UK diet and the NHS not only has a responsibility to inform the public about healthy eating but also has a responsibility to consider the impact of the food that it buys and serves on its premises.

Sustain Offers Seven Principles of Sustainable Food, which are to:

- use local, in-season ingredients where possible, to minimise energy used in food production, transport and storage
- specify food from farming systems that minimise harm to the environment, such as certified organic produce
- ensure that meat, dairy products and eggs are produced to high environmental and animal welfare standards
- exclude fish species identified as most at risk by the Marine Conservation Society, and only choose fish from sustainable sources, such as those accredited by the Marine Stewardship Council

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- choose fairly traded products for foods and drinks imported from poorer countries, to ensure a fair deal for disadvantaged producers
- avoid bottled water and instead serve plain or filtered tap water in reusable jugs or bottles, to minimise transport and packaging waste
- Promote health and well-being, by cooking with generous portions of vegetables, fruit and starchy staples such as whole grains, cutting down on salt, fat and oils, and cutting out artificial additives.

4.2 Training

To achieve improvements in the sustainability of food in hospitals, training should involve caterers, managers, procurement staff, and front-of-house staff. For caterers and managers, training may focus on how high quality fresh food can be prepared, served and ultimately disposed of, to maximise health and sustainability benefits.

For procurement staff, training may cover environmental and nutritional principles, and how these can be supported through contracts.

For front-of house staff, training may cover the information that patients, staff, and visitors may need to choose high quality, sustainable food.

4.3 Menu Planning

The most significant element of this sustainable food strategy is the menu. Appetising foods are more likely to be eaten, so it is important to develop a menu that on the one hand is appealing to patients and staff, whilst being high in both nutritional and sustainable value.

Menu planning drives the choice of ingredients required, so it is important to design a menu that reduces the use of ingredients that have high environmental and health impacts.

Increasing the provision of fresh fruit and vegetables will help create both health and environmental benefits.

A seasonal in house knowledgeable catering procurement team can redefine their specifications for ingredients to ensure that, where relevant, food is sourced with lower levels of salt, sugar and unsaturated fat, and with higher levels of fibre and wholegrain.

4.4 Seasonal Food

The Catering service manager will align menus with seasonal production and harvesting cycles. Increasing the use of seasonal ingredients will reduce greenhouse gas emissions.

4.4.1 Fruit, vegetables and salad crops

Although many types of fruit, vegetables and salad crops can be sourced all year round, this can often only be accomplished by growing food in heated glasshouses, using low-temperature storage, or importing food.

All three options increase the environmental footprint, so care should be taken to source such products when they are in season.

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4.4.2 Meat and Poultry

Although less seasonal than fruit, vegetables and salad crops, meat and poultry follow predictable and reliable trends as their popularity varies throughout the year.

4.4.3 Cold Water Fish

Defra has identified sustainable fish as a red risk area in its review of food security. By excluding fish species most at risk, and only using wild species that are accredited by the Marine Stewardship Council, hospitals can contribute to the sustainability of fish stocks. It is important, when using wild-caught fresh fish, to ensure that it does not feature on the menu during the spawning season.

4.4.4 Sourcing more food locally:

- Should reduce the environmental footprint of hospital food service provision, although care should be taken when assessing the relative environmental footprints of local versus non-local food
- Will retain more expenditure within the local economy, thereby promoting local employment, and in turn possible reducing demand for healthcare, as wealth is determinant of health

4.5 Organic and Ethical Food

Organic and other accredited farming systems help consumers, businesses and caterers to identify foods that have been grown or reared to higher standards of animal welfare, ethically traded or environmental principles. Fairly traded goods ensure that economic, environmental and social standards are met by food exported from developing countries.

Organic farming is a land-based system that avoids the use of chemical fertilisers and pesticides. Organic farmers are often open to developing new enterprises, new marketing arrangements and collaboration.

4.5.1 Certified organic – as well as upholding environmental standards, organic certification tends to require higher standards of animal welfare this should be considered when sourcing raw food materials

4.5.2 Free range – the description ‘free range’ is defined in European law, but only for poultry. Free range poultry farming systems must allow poultry to have access to open-air runs that are mainly covered with vegetation, and have rules governing the amount of space that the birds have and the type of shelter provided.

Other animals such as pigs are often described as ‘free range’ or ‘outdoor reared,’ but these terms are not legally defined.

4.5.3 RSPCA Freedom Foods⁶ – this scheme aims to improve farm animal welfare; it does not include environmental standards. The RSPCA’s Farm Animal Department sets the standards for each species, controlling rearing, handling, transportation and slaughter. Member farms are assessed and monitored by an independent body, and can use the Freedom Foods logo on their products. A product that carries the Freedom Foods logo does not necessarily come from a free range animal.

4.5.4 Assured Food Standards⁷ – this is an umbrella body representing a number of

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different assurance schemes, and is represented by the 'Red Tractor' logo.

Standards require farmers to meet legal requirements for food safety, environmental protection and animal welfare as a minimum.

However, AFS schemes do not require that animals or birds have outdoor access, and have been criticised for being insufficiently stringent, in terms of both the environment and animal welfare.

This policy supports steps to showcase the trust good work to you service users and customers and demonstrates sustainable behaviour. This should be explored further on going For example:

Promote the vegetable content of your dishes alongside the meat so that your customers learn to value it. Describe 'free range' or organic meat as such – individual ingredients can be listed and described even if a whole dish is not made from sustainable ingredients, for example, 'lasagne made with organic beef', or 'omelette made with free range eggs'.

4.6 Frozen Food

Due to the energy required in the freezing of produce, frozen food may have a higher environmental footprint than fresh food. Frozen food is also more likely to have travelled further, thereby further increasing its environmental footprint.

Conversely, with frozen food there is no need for artificial preservatives, and because products can be harvested and frozen at the peak of their quality, the freshness and nutritional value can be locked in.

Due to the seasonality of crops and ingredients, frozen food can offer greater choice than fresh food.

The Hospital menu needs to strike a balance between fresh and frozen ingredients to minimise their environmental footprint while ensuring a balanced menu.

4.7 Production

The environmental footprint of the catering department is a significant element of the overall sustainability of the food chain. When replacing or acquiring new kitchen equipment, hospitals should consider equipment with the lowest possible energy consumption rating.

Hospital kitchens will consider installing check meters to enable energy and water use to be monitored and to inform action taken to reduce consumption.

4.8 Waste

Hospital kitchens will provide facilities to patients and staff for the recycling of used food and drink containers including cans, bottles, cardboard and plastics.

Where food safety will not be compromised, the use of disposable cutlery, plates and cups should be avoided, and milk, condiments and sauces should be served in reusable

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containers. Where the use of disposable cutlery, plates and cups is unavoidable, recyclable products should be used.

The disposal of food waste to landfill or incineration adds to the environmental cost. As part of a wider waste management strategy, hospitals should consider working with waste management service suppliers that can demonstrate compliance with waste food and animal by-product regulations, using proven technologies such as anaerobic digestion

4.9 Standards / KPIs

- % of local, in-season ingredients where possible, to minimise energy used in food production, transport and storage
- List the food from farming systems that minimise harm to the environment, such as certified organic produce, actively take part in at least one certified schemes in any one year
- Ensure that 80% of meat, dairy products and eggs are produced to high environmental and animal welfare standards
- Exclude all fish species from the menu as identified as most at risk by the Marine Conservation Society, and only choose fish from sustainable sources, such as those accredited by the Marine Stewardship Council
- Avoid bottled water and instead serve plain or filtered tap water in reusable jugs or bottles at all patient bed sides

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4.10 Monitoring of the Policy

Requirement	Method	Frequency	Lead	Monitoring Group	Action plan lead	Committee/ group overseeing Action Plan
Assurance that sustainability is integrated into all the trust's food business activities.	Written paper	Annually	Dave Passant	The trust Board	Dave Passant	HMB
Catering managers aware of the policy and their contribution to sustainable issues.	Use of Approved suppliers	Monthly	Dave Passant	Patient Environment Service Managers group	Dave Passant	Patient Environment Service Managers group
Catering staff responsibility to protect the environment and be sustainable in their actions at work.	Catering staff awareness	Annually	Service Managers Catering	Catering managers group meeting	Dave Passant	Patient Environment Service Managers group

5. ATTACHMENTS	
Number	Title
1	Marks of Quality
2	Equality & Diversity Impact Assessment Tool

6. OTHER RELEVANT / ASSOCIATED DOCUMENTS	
Unique Identifier	Title and web links from the document library

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7. SUPPORTING REFERENCES / EVIDENCE BASED DOCUMENTS

References in full

Number	References
1	DEFRA (2007) UK Government Sustainable Procurement Action Plan. Available from: http://www.sustainabilityexchange.ac.uk/uk-government-sustainable-procurement-action-plan (accessed 19/5/17)
2	DEFRA (2014) Food buying standards for the public sector: The Plan: toolkit. Available from: https://www.gov.uk/government/collections/food-buying-standards-for-the-public-sector-the-plan-toolkit (accessed 19/5/17)
3	DEFRA (2011) Procuring the Future. Available from: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/69417/pb11710-procuring-the-future-060607.pdf (accessed 19/05/2017)
4	DEFRA (2014) Sustainable procurement: the Government Buying Standards (GBS) for food and catering services. Available from: https://www.gov.uk/government/publications/sustainable-procurement-the-gbs-for-food-and-catering-services (accessed 19/5/17)
5	NHS Business Services Authority (NHSBSA) website. Available at: http://www.nhsbsa.nhs.uk/ (accessed 19/05/2017)
6	Freedom Food. RSPCA Welfare Standards. Available at: https://www.berspcaassured.org.uk/rspca-welfare-standards/ (accessed 26/06/2017)
7	Red Tractor Assurance Area. Farm Standards. Available from: http://assurance.redtractor.org.uk/ (accessed 26/06/2017)

8. DEFINITIONS / GLOSSARY OF TERMS

Abbreviation or Term	Definition
SSP	Sustainable Procurement Policy
DoH	Department of Health
AFS	Assured Food Standards
RSPCA	Royal Society for the Prevention of Cruelty to Animals
MSC	Marine Stewardship Council

9. CONSULTATION WITH STAFF AND PATIENTS

Enter the names and job titles of staff and stakeholders that have contributed to the document

Name	Job Title	Date Consulted
Annette Vandome	Assistant Catering Manager-FGH	
Andrew Bickle	Head Chef -FGH	
Christopher Jeffrey	Head Chef -FGH	

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10. DISTRIBUTION PLAN	
Dissemination lead:	Tracy Litt
Previous document already being used?	Yes
If yes, in what format and where?	Document Library
Proposed action to retrieve out-of-date copies of the document:	Replace document on the Trust Intranet – Policy Library
To be disseminated to:	
Document Library	
Divisional General Managers	
Divisional Nurse or AHP	
Divisional Clinical Director	
Directors	
Service Managers – Catering Department	
Supplies Buyers	
Proposed actions to communicate the document contents to staff:	Include in the UHMB Friday Corporate Communications Roundup – New documents uploaded to the Document Library

11. TRAINING		
Is training required to be given due to the introduction of this policy? Yes		
Action by	Action required	Implementation Date
Catering Managers	Awareness Training for Catering Managers	May 2017

12. AMENDMENT HISTORY				
Version No.	Date of Issue	Page/Selection Changed	Description of Change	Review Date
2	21/04/2017	1	Author /Title	01/06/2020

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Appendix 1

MARKS OF QUALITY



The Red Tractor is an independent mark of quality which guarantees that the food comes from farms and food companies that meet high standards of food safety and hygiene, animal welfare and environmental protection.

Backed by the National Farmers' Union and the UK food industry, the logo assures consumers that food has been produced responsibly to meet the Red Tractor standards.

- Pork Quality Standard Mark
- Red Tractor
- RSPCA Freedom Foods
- LEAF Marque
- Lion Quality eggs
- FAIRTRADE
- Rainforest Alliance
- Marine Stewardship Council
- UTZ certified
- Various organic certification schemes.

The MSC's fishery certification program and seafood ecolabel recognise and reward sustainable fishing. We are a global organisation working with fisheries, seafood companies, scientists, conservation groups and the public to promote the best environmental choice in seafood.

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Appendix 2: Equality & Diversity Impact Assessment Tool

Equality Impact Assessment Form

Department/Function	Estates & Facilities			
Lead Assessor	Tracy Litt			
What is being assessed?	Sustainable Food Procurement – Management of			
Date of assessment	24/04/2017			
What groups have you consulted with? Include details of involvement in the Equality Impact Assessment process.	Equality of Access to Health Group	<input checked="" type="checkbox"/>	Staff Side Colleagues	<input checked="" type="checkbox"/>
	Service Users	<input checked="" type="checkbox"/>	Staff Inclusion Network/s	<input checked="" type="checkbox"/>
	Personal Fair Diverse Champions	<input checked="" type="checkbox"/>	Other (Inc. external orgs)	<input checked="" type="checkbox"/>
	Please give details:			

1) What is the impact on the following equality groups?		
Positive:	Negative:	Neutral:
<ul style="list-style-type: none"> ➤ Advance Equality of opportunity ➤ Foster good relations between different groups ➤ Address explicit needs of Equality target groups 	<ul style="list-style-type: none"> ➤ Unlawful discrimination, harassment and victimisation ➤ Failure to address explicit needs of Equality target groups 	<ul style="list-style-type: none"> ➤ It is quite acceptable for the assessment to come out as Neutral Impact. ➤ Be sure you can justify this decision with clear reasons and evidence if you are challenged
Equality Groups	Impact (Positive / Negative / Neutral)	Comments
Race (All ethnic groups)	Neutral	<ul style="list-style-type: none"> ➤ Provide brief description of the positive / negative impact identified benefits to the equality group. ➤ Is any impact identified intended or legal?
Disability (Including physical and mental impairments)	Neutral	
Sex	Neutral	
Gender reassignment	Neutral	
Religion or Belief	Positive	We only purchase Halal & Kosher
Sexual orientation	Neutral	
Age	Neutral	
Marriage and Civil Partnership	Neutral	
Pregnancy and maternity	Neutral	
Other (e.g. caring, human rights)	Neutral	

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2) In what ways does any impact identified contribute to or hinder promoting equality and diversity across the organisation?	
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<p>3) If your assessment identifies a negative impact on Equality Groups you must develop an action plan to avoid discrimination and ensure opportunities for promoting equality diversity and inclusion are maximised.</p> <ul style="list-style-type: none"> ➤ This should include where it has been identified that further work will be undertaken to further explore the impact on equality groups ➤ This should be reviewed annually.
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Action Plan Summary

Action	Lead	Timescale

This form will be automatically submitted for review for Policies and Procedures once approved by Policy Group. For all other assessments, please return an electronic copy to EIA.forms@mbht.nhs.uk once completed.

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