

SUBJECT:	CITY OF LINCOLN COUNCIL FAIRTRADE POLICY AND AUDIT
DIRECTORATE:	CHIEF EXECUTIVE AND TOWN CLERK
REPORT AUTHOR:	HEATHER GROVER – PRINCIPAL POLICY OFFICER

1. Purpose of Report

- 1.1 To present Policy Scrutiny Committee with the City of Lincoln Council Fairtrade Policy and Fairtrade Audit.

2. Executive Summary

- 2.1 The city of Lincoln was first awarded Fairtrade City status in August 2013, with the most recent accreditation being achieved in July 2016.
- 2.2 In order to achieve and maintain this status, City of Lincoln Council was required to pass a resolution to support Fairtrade.
- 2.3 This resulted in the development and subsequent approval of the City of Lincoln Council's Fairtrade Policy, approved by Executive in July 2012.
- 2.4 In April 2017 a decision was taken to update the Fairtrade Policy. A further refresh of the policy was scheduled to take place in advance of the next Fairtrade City status renewal in July 2018.
- 2.5 A desktop review has been undertaken and the policy remains fit for purpose with no changes required. A Fairtrade audit was undertaken in May 2018.

3. Background

- 3.1 The Lincolnshire Trade Justice Group set up a Lincoln Fairtrade Steering Group in 2012, with the aim of achieving Fairtrade City accreditation for Lincoln, awarded by the Fairtrade Foundation.
- 3.2 Lincoln first achieved Fairtrade City status in August 2013 after meeting each of the following five goals;
- Goal 1 - The local council passes a resolution supporting Fairtrade
 - Goal 2 - At least four Fairtrade product ranges are readily available in the area's shops and retail outlets, and two Fairtrade products are served in local cafes/catering establishments
 - Goal 3 - Fairtrade products are used by an appropriate number of local work places and community organisations
 - Goal 4 - Attract media coverage and popular support for the campaign
 - Goal 5 - A local steering group is convened to ensure progress and continued support

- 3.3 These goals are designed to ensure as many people as possible are aware of Fairtrade products, and the impact buying Fairtrade can have on communities worldwide.
- 3.4 Lincoln's Fairtrade City accreditation was initially renewed after one year in August 2014, with subsequent renewals required every two years.
- 3.5 Lincoln's most recent renewal was in July 2016, with the next renewal due in July 2018.
- 3.6 In total there are 631 towns/cities accredited with the Fairtrade Foundation in the UK.
- 3.7 To ensure the City of Lincoln Council fulfilled its duties under Goal 1, the council introduced a Fairtrade Policy in July 2012.

4. Main Body of Report

- 4.1 Following the introduction of the City of Lincoln Council's Fairtrade Policy in 2012, the council has continued to support the Lincoln Fairtrade Steering Group to maintain Lincoln's Fairtrade City accreditation.
- 4.2 Following a refresh of the council's Fairtrade Policy in April 2017 a decision was taken to refresh the policy again in April 2018 in advance of Lincoln's next Fairtrade City renewal. Following the 2018 renewal the policy will then be refreshed every two years in line with future renewals.
- 4.3 During April 2018 officers completed a desktop review of the policy and concluded that this remains accurate and reflective of the Fairtrade activities the council is currently undertaking and plans to undertake during the next two years. As a result of this no amendments have been made to the policy during the 2018 review. The policy has been provided at Appendix A.
- 4.4 As part of the Fairtrade City status renewal, the council is required to undertake an internal audit of the Fairtrade products purchased and used by the City of Lincoln Council, and also those Fairtrade products used by tenants of City of Lincoln Council owned premises. This latest audit has been provided at Appendix B and shows the council and its tenants continue to use a range of Fairtrade products.
- 4.5 The next audit will be undertaken ahead of the next Fairtrade accreditation renewal and in line with the next refresh of the Fairtrade Policy in 2020.

5. Strategic Priorities

- 5.1 Let's reduce inequality
The City of Lincoln Council aims to lead by example in promoting ethical procurement.

6. Organisational Impacts

- 6.1 Finance – There are no direct financial implications of the City of Lincoln Council Fairtrade Policy and audit.

- 6.2 Legal Implications including Procurement Rules – No impact.
- 6.3 Land, property and accommodation – No impact.
- 6.4 Human Resources – No impact.
- 6.5 Equality, Diversity & Human Rights – Not applicable – The original Equality & Diversity Impact Assessment remains relevant.
- 6.6 Significant Community Impact – Not applicable.
- 6.7 Corporate Health and Safety implications – Not applicable.

7. Risk Implications

- 7.1 (i) Options Explored – Not applicable.
- 7.2 (ii) Key risks associated with the preferred approach – Not applicable.

8. Recommendation

- 8.1 Policy Scrutiny Committee notes the updated Fairtrade Policy (Appendix A) and Audit (Appendix B) in advance of these being used to support Lincoln’s upcoming Fairtrade City status renewal in July 2018.

Is this a key decision? No

Do the exempt information categories apply? No

Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply? No

How many appendices does the report contain? Two

List of Background Papers: None

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City of Lincoln Council

Fairtrade Policy

April 2018

Together, let's deliver
Lincoln's ambitious future 

Document control

Organisation	City of Lincoln Council
Title	Fairtrade Policy
Author - name and title	Graham Rose, Senior Policy Officer
Owner - name and title	Daren Turner – Assistant Director of Strategic Development
Date	April 2018
Approvals	Executive – 17 th July 2017 Officers only as no changes made - April 2018
Filename	City of Lincoln Council Fairtrade Policy – April 2018
Version	V.02
Next review date	May 2020 (in line with Fairtrade Audit)

Document Amendment history

Revision	Originator of change	Date of change	Change description
May 17	Graham Rose – Corporate Policy Officer	11 th May 2017	Original Fairtrade Policy approved April 2012. Policy has been reviewed to ensure this remains accurate. Fairtrade audit has been updated in line with Fairtrade City status renewal.
April 18	Graham Rose – Senior Policy Officer	4 th April 2018	Desktop review with no changes required.

City of Lincoln Council

Fairtrade Policy

Fairtrade Policy Statement

The council recognises the work of the Fairtrade Foundation¹ in improving the conditions of farmers and communities in developing countries, supports the principles promoted by Fairtrade, and will work to maintain Fairtrade City status. In doing so, we will work with the council's providers, contractors and within the community to raise awareness and encourage the promotion and procurement of Fairtrade products.

Fairtrade Policy

The council resolves to:

- Where ever possible serve Fairtrade options at council public and committee meetings
- Promote awareness of fair trade issues and make educational and publicity information available to council employees, other local authorities and their employees, businesses, voluntary organisations, schools and local people
- Promotion will be through the council's own communication channels/publications and through its various partnerships and links
- Continue to acknowledge fair trade as a part of the Sustainable Procurement Strategy
- Support initiatives that promote fair trade, such as 'Fairtrade Fortnight'
- Encourage local businesses and organisations (including the voluntary sector and charities) to apply for Fairtrade Friendly Accreditation by including advice on the council website
- Allocate responsibility to an elected member to lead on Fairtrade matters
- Make appropriate arrangements for managing the implementation and outcomes of this Policy

The City of Lincoln Council will undertake to review the Fairtrade Policy and audit the Fairtrade options it provides on a biennial basis in line with Lincoln's Fairtrade City status renewal.

¹ The Foundation was established in 1992 by CAFOD, Christian Aid, Oxfam, Traidcraft, Global Justice Now, and the National Federation of Women's Institutes. Member organisations now also include Banana Link, All We Can, National Campaigner Committee, Nicaragua Solidarity Campaign, People & Planet, Scottish Catholic International Aid Fund, Shared Interest Foundation, Soroptimist International, Tearfund and Commitment to Life/United Reformed Church. The Foundation is the UK member of Fairtrade International, which unites over 20 labelling initiatives across Europe, Japan, North America, Mexico and Australia/New Zealand as well as networks of producer organisations from Asia, Africa, Latin America and the Caribbean. The Fairtrade Foundation is a registered charity (no. 1043886). It is also a company limited by guarantee, registered in England and Wales (no. 2733136). <http://www.fairtrade.org.uk/en/what-is-fairtrade/who-we-are>

APPENDIX B

City of Lincoln Council

Fairtrade Audit

A review of Fairtrade products currently purchased and used by the City of Lincoln Council and its tenants was undertaken in May 2018, in line with Lincoln's Fairtrade City accreditation renewal.

Location	Fairtrade products provided?	Products available
Birchwood Leisure Centre Café	Yes	- Fairtrade tea - Fairtrade coffee
Café 44 (Bus station)	Yes	- Fairtrade tea - Fairtrade coffee
City Hall Committee Rooms 1-3 drinks machines	Yes	- Fairtrade sugar <i>All other products are from sustainable sources and follow sustainable schemes, such as the Rainforest Alliance*.</i>
City Hall Committee Room 4 drinks machine	Yes	- Fairtrade Cadbury's Hot Chocolate - Fairtrade sugar
Departmental meetings	Yes	- Fairtrade tea - Fairtrade coffee - Fairtrade sugar
Hamilton House	Yes	- Fairtrade tea
The Terrace	Yes	- Fairtrade tea - Fairtrade coffee - Fairtrade sugar <i>All Fairtrade products at The Terrace are supplied by Café Portico.</i>
Yarborough Leisure Centre Café	Yes	- Fairtrade tea - Fairtrade coffee

The next Fairtrade Audit is due to take place in May 2020.

*Rainforest Alliance certification differs from Fairtrade in the focus and strategy of their missions. Fairtrade standards are designed to tackle poverty and empower producers in the world's poorest countries, giving them a guaranteed price for their products. Rainforest Alliance certification focuses on how farms are managed, with certification being awarded to farms that meet the comprehensive standards of the Sustainable Agriculture Network (SAN), a coalition of local, grassroots organisations. The SAN standard encompasses all three pillars of sustainability—social, economic, and environmental and empowers farmers with the knowledge and skills to negotiate for themselves in the global marketplace. Rainforest Alliance certification and training are teaching farmers, farm workers, and their families to farm efficiently and responsibly, growing their bottom lines today and conserving the fertile soils and natural resources on which they and their children will depend in the future. <http://www.rainforest-alliance.org/faqs/difference-rainforest-alliance-certified-fair-trade-utz>