

TUCO Scottish Regional Meeting

Tuesday 30th November 2021 at 2:00 pm via MS Teams

A G E N D A

- | | |
|--|-------|
| 1. Welcome, Introductions and Apologies | Chair |
| 2. Presentation by Debbie Langford from Love Joe's | |
| 3. Member Updates / Round the Table | All |
| 4. TUCO Procurement Update | NM |
| 5. APUC Framework Update | AA/LL |
| 6. TUCO Academy Update | SM |
| 7. Sustainability | |
| 8. TUCO Board Update – Non-Exec Directors report | AR |
| 9. AOB | |
| • Presentations at future meetings | All |
| 10. Date of Next Meeting | |

TUCO Scottish Regional Meeting

Thursday 19th August 2021 at 2:00 pm via MS Teams

MINUTES

Attendees:	Ian Macaulay [Chair]	Edinburgh
	Craig Anderson	Forth Valley College
	David Anderson	South Lanarkshire Council
	Mike Belton	Calmac Ferries
	Iain Calder	Forth Valley College
	Diarmuid Griffin	City of Glasgow College
	Judith Hoyle [Sec]	TUCO
	Catriona Lawson	APUC
	Louise Levens	APUC
	Calum Maclachlan	Aberdeen
	Steven McKay	St Andrews
	Stuart McMaster	Calmac Ferries
	Nicola Mellor	TUCO Contracting
	Lorna Padden	Edinburgh Napier
	Graham Paterson	Strathclyde
	Alan Riddell	St Andrews
	Laura Shaw	Strathclyde
	Jane Speirs	Ayrshire College
	Jemma Wylie	Midlothian Council
Apologies:	Jennifer Dick	Dundee and Angus
	Jenny Donaldson	St Andrews
	Matt Gilmour	UWS
	Fiona Hughes	Strathclyde
	Elaine Hutton	Ayrshire College
	Sarah McLoughlin	TUCO Academy
	Mark Nixon	St Andrews
	Dawn Tait	Dumfries and Galloway College
	Sam Whitehead	West College
	Graham Young	West Lothian College

1. Apologies for Absence

Apologies as listed above.

2. Presentation by Chris Seabrook and Colin Minto of UNICO

A copy of this presentation is attached to the Minutes.

3. Member Updates

This section of the meeting was not minuted to allow members to speak freely. However Ian briefly touched on isolation support for catered halls of residence. Some Scottish Institutions have chosen to fully fund at a cost of £2,280 for a 10 day period for students travelling from red list countries. Three Scottish Universities have decided to replicate the hotel managed quarantine in their own institutions. If the country subsequently moves to the amber list then the student will be charged a cancellation fee of £200. Both India and China are currently on the amber list. Students from the US and EU will not need to isolate if they have had both vaccinations and show proof of a negative PCR test. Several members also commented that the HGV Driver Shortage is having an effect on supplies.

4. TUCO Framework Updates (Nicola)

Nicola reported that there are a lot of re-tenders in progress. Jane is working on the TUCO Delivery App and is hoping to award this by the end of August or beginning of September through the Competitive Dialogue process. This will be similar to TUCO's own version of Deliveroo.

Temporary Staff – preliminary awards were made yesterday (18th August) with 18 suppliers on the framework. Many members have been suffering from staff shortages.

Food Waste – this now has 9 Lots including a new one for the measuring of food waste.

Sandwiches – the current agreement has been extended until June 2022 and Nicola asked for volunteers for the new Tender Working Party. Ian asked if there is a likelihood of returning to physical sampling any time soon, particularly with regard to such frameworks as Meat and Poultry. For certain frameworks, sampling will have to be carried out as a group. Mike Belton and Calum MacLachlan both kindly offered to sit on the TWP for the Sandwich framework.

CCE (Coca-Cola) – there is a new National Account Manager, Steve Bradley and his details are on the TUCO website.

Catering Light and Heavy Equipment – we will need volunteers for the Tender Working Party on this and Steven McKay kindly offered his services.

Milk and Bread – is currently being re-tendered and should be ready to go live early February.

EPOS – the DPS was awarded on 15th April 2021 with 4 suppliers on board – Bleep, Hardacre, MCR and Zonal.

Vending – there are new suppliers on this.

Kitchen Equipment Maintenance – two new suppliers have come onto this.

Catering Innovation and Concept Solutions (CICS) – Starbucks (licenced) have had their legal team review TUCO documents and can't proceed until more work is done – they can't agree to terms that their Licencees can't agree to. They will park this for 6 months while they focus on growth and Licencee work, after which we will work together on a bespoke agreement. Starbucks 'We Proudly Serve' are appointed onto Lot 9 and currently working with Members to call off from the DPS. We are working with Costa and hope we can reach agreement (on the legal documents) by August so they will be appointed suppliers on the agreement from September. Current window for SQ submissions closed on 18th August. It will then reopen until November.

Marquees and Temporary Kitchens – Nicola asked members to let her know if they have any preferred suppliers to be added to this.

Grocery, Frozen and Chilled – new price increases from 1st September from Bidfood, Brakes and KFF amongst others – of around 1.2%. Nicola warned that new price reviews in January 2022 will be quite substantial as the driver shortage begins to take effect.

There is also a problem with availability of containers. The supplier may book a container then another company will come in and ‘gazump’ them by paying up to three times the original charge in order to secure the container hire.

Hot Beverage – weather conditions in Brazil have affected the supply of coffee beans. Price rises from Bewley’s have been postponed for now until we have a clearer picture of what is happening.

SUPPLIER UPDATES (not covered in the meeting due to time constraints)

Brakes – have confirmed re-listing of all Linda McCartney range (Sausages, Mince, Burgers and Veggi Balls)

Simply Lunch – adjusted to Day 1 for Day 3 deliveries. Communication went out to members with new schedule on Friday 11th June. Detail also available on TUCO website.

Reasons for change:

- To create time to manufacture so we can maintain our quality, picking accuracy and service levels.
- To create time so we have a planned weekly manufacturing we will be able to give our workforce a more consistent work week. This will also help with the availability of staff.
- We can have a larger range of products with more variety and continue to bring on innovation.
- We are offering a later cut off of 3pm on D1.
- We will also be able to deliver our net zero sustainability targets.
- We want to maintain our service. There will still be emergency orders and we will help out with customers whenever we can.

Pensworth/Kent Dairy - Jamie made Hannah aware that Pensworth had sold 4 depots to one of the Directors of Pensworth thus creating a new company i.e. Kent Dairy. Since Pensworth still exists, the contract can’t be novated across to Kent. Jamie confirmed that those (affected) depots would still be serviced and invoiced via Pensworth. The M&B is to be retendered in coming months so Pensworth and Kent can tender separately for that.

Matthew Clark – Issued a service update on/around 9th June. To confirm, TUCO Members are excluded from the minimum order value. Email ordering is a temporary disruption and will return once they resume normal service which they expect to be around September time.

Heineken – unable to produce stocks of John Smiths products due to nitrogen shortages – not because of nitrogen gas shortages but because of specialist nitrogen driver shortages. More recently, Heineken’s logistics partner have voted in favour of industrial action including an overtime ban and 2 one day strikes. Like all brewers they were already struggling to keep up with the post lockdown demand in the on-trade. This is obviously going to put further pressure on those supplies. Over the past 2 weeks Matthew Clark wholesale have seen a significant number of deliveries into depot being shorted, and they have already made them aware of a lack of availability of a number of key lines - including Fosters 11g keg and Birra Moretti in all formats.

Heineken have advised customers to seek alternative routes to market, particularly for packaged products over the next few weeks. Matthew Clark wholesale anticipate not being able to satisfy that additional demand. Heineken are understandably playing down the potential impact of the industrial action on supplies to avoid panic buying.

However, when speaking to customers who use both MC and Heineken, we would advise that they try to secure as much stock directly from Heineken prior to 24th August.

Grocery, Frozen and Chilled framework update – Suppliers are struggling with the national driver shortage. This has resulted in them having to temporarily reduce the number of delivery days members receive and/or increase the minimum order. This is likely to continue into October at least. Members are asked to work with suppliers and support them at this difficult time.

Sustainability TUCO Staff have had updated training on the NETpositive tool to help monitor supplier progress on sustainability throughout contracts.

Hannah & Kim recently met with Kale Yeah to understand the drivers for Less & Better and gain further information on animal welfare schemes.

MSC audits (for group members) currently being completed remotely with a view to continuing this way once things have returned to normal. Initial audits would also be completed this way.

Sustainability Group will next meet on Tuesday 7th September. Main topic; development of the TUCO accreditation. Positives and negatives of accreditations Kale Yeah, SRA, Menus of Change has been collated, to be discussed at the meeting with a view to move forward with the most relevant accreditation. No plans to recruit for a Sustainability Manager in the short term.

5. APUC Report

Louise reported that Fresh Fish and Seafood has been re-tendered and went live on 2nd August with two new suppliers – George Campbell, based in Perth and Green's Fishmongers, based in Glasgow. Dairy Products is out to tender and due back on 1st September. This will be opened up to 3 suppliers per Lot instead of just 1 to give members more choice. If anybody wishes to be part of the Evaluation Team, please contact Louise directly. This is due to go live in October. Fruit and Veg has a one year extension so will be re-tendered this time next year. On the Bakery agreement there is a price increase from Magee's as from 7th September as wheat crops have been affected by the weather. APUC will be holding webinars to inform members as to which new frameworks are being launched – the next one will take place on Thursday 26th August.

On the Sustainability front they are working on carbon reduction and climate change. APUC have signed a deal with a company called EcoVadis, who will be assessing the whole supply chain. Benefit statements are due out in the next couple of months. Louise asked members to email either herself or Andy Anderson should they wish to have a catering specific benefit statement.

6. TUCO Academy Update

We will be starting to rollout the Mental Health courses in the next couple of months:

- Level 1 Award in Awareness of First Aid for Mental Health (RQF)
- Level 2 Award in First Aid for Mental Health (RQF)
- Level 2 Award in First Aid for Youth Mental Health (RQF)
- Level 3 Award in Supervising First Aid for Mental Health (RQF)

We will only be charging £25 for the qualifications and would welcome members' feedback as to which ones are of most interest.

We have also added a Level 3 Qualification for HACCP into the curriculum. We are in the process of adding CPD accreditation to our non-qualification courses and also to our study tours and conferences.

We are now on 688 Qualifications as a centre for Highfields – it's a good time to remind members that Compliance Courses can be delivered at a low cost. We are also now starting to roll out face to face courses again – going forward there will be a hybrid of online and face to face courses for the foreseeable future. The system of webinars we have had to set up for courses over the last 18 months has shown that there is demand - in terms of it saves a staff member having to travel and incur overnight stays and associated costs. It also takes into consideration their home circumstances.

The virtual Conference feedback from July has been very good again but some people are now keen to meet face to face. We are considering how this may work for the Winter Conference with the possibility of having an online webinar function within a live Conference onsite. Further details to be confirmed! After the success of the Innovation Day – we will be holding Innovation Day 2 in November – this will focus on plant-based innovations and getting ready for Veganuary. Working title for this is Veganuready!

Ian asked which course on Mental Health members would find the most appropriate – Nicola recommended the Level 1 Award in Awareness so this was agreed to be the one that the region would support.

7. Sustainability

Due to time constraints, and ongoing impact of Covid, which has affected some member targets, this was held over to be discussed more fully at the next meeting.

8. Board Update

Calum reported that TUCO are effectively targeting members who have an annual spend of £500K plus to see if they would be interested in coming on board with TUCO Online. He has recently introduced it at Aberdeen and despite initial teething problems with the set-up he has now found it an excellent system to use.

The lease on TUCO's office base in central Manchester will expire next year and will not be renewed – we will look instead at smaller premises, perhaps partnering with a member. The external audit proved very successful with the Auditors praising our processes and procedures. It was hoped that the conservative forecast for this financial year of Q1 – 10% of income, Q2 – 10%, Q3 – 50% and Q4 – 50% will be exceeded as business gradually returns to normal.

9. Any Other Business

The possibility of a hybrid version of our next meeting was discussed but as TUCO had decided not to hold any face-to-face meetings for the remainder of 2021, the next meeting would be extended to 2 hours and would include a supplier presentation. It is hoped to hold our first physical meeting with a networking event early next year.

10. Date for Next Meeting

Date to be confirmed for some time in November.

TUCO Scottish Regional Meeting

Thursday 19th August 2021 at 2:00 pm via MS Teams

MINUTES

Attendees:	Ian Macaulay [Chair]	Edinburgh
	Craig Anderson	Forth Valley College
	David Anderson	South Lanarkshire Council
	Mike Belton	Calmac Ferries
	Iain Calder	Forth Valley College
	Diarmuid Griffin	City of Glasgow College
	Judith Hoyle [Sec]	TUCO
	Catriona Lawson	APUC
	Louise Levens	APUC
	Calum Maclachlan	Aberdeen
	Steven McKay	St Andrews
	Stuart McMaster	Calmac Ferries
	Nicola Mellor	TUCO Contracting
	Lorna Padden	Edinburgh Napier
	Graham Paterson	Strathclyde
	Alan Riddell	St Andrews
	Laura Shaw	Strathclyde
	Jane Speirs	Ayrshire College
	Jemma Wylie	Midlothian Council
Apologies:	Jennifer Dick	Dundee and Angus
	Jenny Donaldson	St Andrews
	Matt Gilmour	UWS
	Fiona Hughes	Strathclyde
	Elaine Hutton	Ayrshire College
	Sarah McLoughlin	TUCO Academy
	Mark Nixon	St Andrews
	Dawn Tait	Dumfries and Galloway College
	Sam Whitehead	West College
	Graham Young	West Lothian College

1. Apologies for Absence

Apologies as listed above.

2. Presentation by Chris Seabrook and Colin Minto of UNICO

A copy of this presentation is attached to the Minutes.

3. Member Updates

This section of the meeting was not minuted to allow members to speak freely. However Ian briefly touched on isolation support for catered halls of residence. Some Scottish Institutions have chosen to fully fund at a cost of £2,280 for a 10 day period for students travelling from red list countries. Three Scottish Universities have decided to replicate the hotel managed quarantine in their own institutions. If the country subsequently moves to the amber list then the student will be charged a cancellation fee of £200. Both India and China are currently on the amber list. Students from the US and EU will not need to isolate if they have had both vaccinations and show proof of a negative PCR test. Several members also commented that the HGV Driver Shortage is having an effect on supplies.

4. TUCO Framework Updates (Nicola)

Nicola reported that there are a lot of re-tenders in progress. Jane is working on the TUCO Delivery App and is hoping to award this by the end of August or beginning of September through the Competitive Dialogue process. This will be similar to TUCO's own version of Deliveroo.

Temporary Staff – preliminary awards were made yesterday (18th August) with 18 suppliers on the framework. Many members have been suffering from staff shortages.

Food Waste – this now has 9 Lots including a new one for the measuring of food waste.

Sandwiches – the current agreement has been extended until June 2022 and Nicola asked for volunteers for the new Tender Working Party. Ian asked if there is a likelihood of returning to physical sampling any time soon, particularly with regard to such frameworks as Meat and Poultry. For certain frameworks, sampling will have to be carried out as a group. Mike Belton and Calum MacLachlan both kindly offered to sit on the TWP for the Sandwich framework.

CCE (Coca-Cola) – there is a new National Account Manager, Steve Bradley and his details are on the TUCO website.

Catering Light and Heavy Equipment – we will need volunteers for the Tender Working Party on this and Steven McKay kindly offered his services.

Milk and Bread – is currently being re-tendered and should be ready to go live early February.

EPOS – the DPS was awarded on 15th April 2021 with 4 suppliers on board – Bleep, Hardacre, MCR and Zonal.

Vending – there are new suppliers on this.

Kitchen Equipment Maintenance – two new suppliers have come onto this.

Catering Innovation and Concept Solutions (CICS) – Starbucks (licenced) have had their legal team review TUCO documents and can't proceed until more work is done – they can't agree to terms that their Licencees can't agree to. They will park this for 6 months while they focus on growth and Licencee work, after which we will work together on a bespoke agreement. Starbucks 'We Proudly Serve' are appointed onto Lot 9 and currently working with Members to call off from the DPS. We are working with Costa and hope we can reach agreement (on the legal documents) by August so they will be appointed suppliers on the agreement from September. Current window for SQ submissions closed on 18th August. It will then reopen until November.

Marquees and Temporary Kitchens – Nicola asked members to let her know if they have any preferred suppliers to be added to this.

Grocery, Frozen and Chilled – new price increases from 1st September from Bidfood, Brakes and KFF amongst others – of around 1.2%. Nicola warned that new price reviews in January 2022 will be quite substantial as the driver shortage begins to take effect.

There is also a problem with availability of containers. The supplier may book a container then another company will come in and ‘gazump’ them by paying up to three times the original charge in order to secure the container hire.

Hot Beverage – weather conditions in Brazil have affected the supply of coffee beans. Price rises from Bewley’s have been postponed for now until we have a clearer picture of what is happening.

SUPPLIER UPDATES (not covered in the meeting due to time constraints)

Brakes – have confirmed re-listing of all Linda McCartney range (Sausages, Mince, Burgers and Veggi Balls)

Simply Lunch – adjusted to Day 1 for Day 3 deliveries. Communication went out to members with new schedule on Friday 11th June. Detail also available on TUCO website.

Reasons for change:

- To create time to manufacture so we can maintain our quality, picking accuracy and service levels.
- To create time so we have a planned weekly manufacturing we will be able to give our workforce a more consistent work week. This will also help with the availability of staff.
- We can have a larger range of products with more variety and continue to bring on innovation.
- We are offering a later cut off of 3pm on D1.
- We will also be able to deliver our net zero sustainability targets.
- We want to maintain our service. There will still be emergency orders and we will help out with customers whenever we can.

Pensworth/Kent Dairy - Jamie made Hannah aware that Pensworth had sold 4 depots to one of the Directors of Pensworth thus creating a new company i.e. Kent Dairy. Since Pensworth still exists, the contract can’t be novated across to Kent. Jamie confirmed that those (affected) depots would still be serviced and invoiced via Pensworth. The M&B is to be retendered in coming months so Pensworth and Kent can tender separately for that.

Matthew Clark – Issued a service update on/around 9th June. To confirm, TUCO Members are excluded from the minimum order value. Email ordering is a temporary disruption and will return once they resume normal service which they expect to be around September time.

Heineken – unable to produce stocks of John Smiths products due to nitrogen shortages – not because of nitrogen gas shortages but because of specialist nitrogen driver shortages. More recently, Heineken’s logistics partner have voted in favour of industrial action including an overtime ban and 2 one day strikes. Like all brewers they were already struggling to keep up with the post lockdown demand in the on-trade. This is obviously going to put further pressure on those supplies. Over the past 2 weeks Matthew Clark wholesale have seen a significant number of deliveries into depot being shorted, and they have already made them aware of a lack of availability of a number of key lines - including Fosters 11g keg and Birra Moretti in all formats.

Heineken have advised customers to seek alternative routes to market, particularly for packaged products over the next few weeks. Matthew Clark wholesale anticipate not being able to satisfy that additional demand. Heineken are understandably playing down the potential impact of the industrial action on supplies to avoid panic buying.

However, when speaking to customers who use both MC and Heineken, we would advise that they try to secure as much stock directly from Heineken prior to 24th August.

Grocery, Frozen and Chilled framework update – Suppliers are struggling with the national driver shortage. This has resulted in them having to temporarily reduce the number of delivery days members receive and/or increase the minimum order. This is likely to continue into October at least. Members are asked to work with suppliers and support them at this difficult time.

Sustainability TUCO Staff have had updated training on the NETpositive tool to help monitor supplier progress on sustainability throughout contracts.

Hannah & Kim recently met with Kale Yeah to understand the drivers for Less & Better and gain further information on animal welfare schemes.

MSC audits (for group members) currently being completed remotely with a view to continuing this way once things have returned to normal. Initial audits would also be completed this way.

Sustainability Group will next meet on Tuesday 7th September. Main topic; development of the TUCO accreditation. Positives and negatives of accreditations Kale Yeah, SRA, Menus of Change has been collated, to be discussed at the meeting with a view to move forward with the most relevant accreditation. No plans to recruit for a Sustainability Manager in the short term.

5. APUC Report

Louise reported that Fresh Fish and Seafood has been re-tendered and went live on 2nd August with two new suppliers – George Campbell, based in Perth and Green's Fishmongers, based in Glasgow. Dairy Products is out to tender and due back on 1st September. This will be opened up to 3 suppliers per Lot instead of just 1 to give members more choice. If anybody wishes to be part of the Evaluation Team, please contact Louise directly. This is due to go live in October. Fruit and Veg has a one year extension so will be re-tendered this time next year. On the Bakery agreement there is a price increase from Magee's as from 7th September as wheat crops have been affected by the weather. APUC will be holding webinars to inform members as to which new frameworks are being launched – the next one will take place on Thursday 26th August.

On the Sustainability front they are working on carbon reduction and climate change. APUC have signed a deal with a company called EcoVadis, who will be assessing the whole supply chain. Benefit statements are due out in the next couple of months. Louise asked members to email either herself or Andy Anderson should they wish to have a catering specific benefit statement.

6. TUCO Academy Update

We will be starting to rollout the Mental Health courses in the next couple of months:

- Level 1 Award in Awareness of First Aid for Mental Health (RQF)
- Level 2 Award in First Aid for Mental Health (RQF)
- Level 2 Award in First Aid for Youth Mental Health (RQF)
- Level 3 Award in Supervising First Aid for Mental Health (RQF)

We will only be charging £25 for the qualifications and would welcome members' feedback as to which ones are of most interest.

We have also added a Level 3 Qualification for HACCP into the curriculum. We are in the process of adding CPD accreditation to our non-qualification courses and also to our study tours and conferences.

We are now on 688 Qualifications as a centre for Highfields – it's a good time to remind members that Compliance Courses can be delivered at a low cost. We are also now starting to roll out face to face courses again – going forward there will be a hybrid of online and face to face courses for the foreseeable future. The system of webinars we have had to set up for courses over the last 18 months has shown that there is demand - in terms of it saves a staff member having to travel and incur overnight stays and associated costs. It also takes into consideration their home circumstances.

The virtual Conference feedback from July has been very good again but some people are now keen to meet face to face. We are considering how this may work for the Winter Conference with the possibility of having an online webinar function within a live Conference onsite. Further details to be confirmed! After the success of the Innovation Day – we will be holding Innovation Day 2 in November – this will focus on plant-based innovations and getting ready for Veganuary. Working title for this is Veganuready!

Ian asked which course on Mental Health members would find the most appropriate – Nicola recommended the Level 1 Award in Awareness so this was agreed to be the one that the region would support.

7. Sustainability

Due to time constraints, and ongoing impact of Covid, which has affected some member targets, this was held over to be discussed more fully at the next meeting.

8. Board Update

Calum reported that TUCO are effectively targeting members who have an annual spend of £500K plus to see if they would be interested in coming on board with TUCO Online. He has recently introduced it at Aberdeen and despite initial teething problems with the set-up he has now found it an excellent system to use.

The lease on TUCO's office base in central Manchester will expire next year and will not be renewed – we will look instead at smaller premises, perhaps partnering with a member. The external audit proved very successful with the Auditors praising our processes and procedures. It was hoped that the conservative forecast for this financial year of Q1 – 10% of income, Q2 – 10%, Q3 – 50% and Q4 – 50% will be exceeded as business gradually returns to normal.

9. Any Other Business

The possibility of a hybrid version of our next meeting was discussed but as TUCO had decided not to hold any face-to-face meetings for the remainder of 2021, the next meeting would be extended to 2 hours and would include a supplier presentation. It is hoped to hold our first physical meeting with a networking event early next year.

10. Date for Next Meeting

Date to be confirmed for some time in November.

APUC UPDATE @ TUCO REGIONAL MEETING 30TH NOVEMBER 2021

APUC AGREEMENT STATUS:

Commodity Ref	Agreement Title	Contract Start Date	Current Expiry Date	Next Price Review
CAT1061 AP	Fresh Fruit & Vegetables*#	21/12/2018	20/12/2021	March 2022
CAT1063 AP	Fresh Butcher Meat*#	05/03/2019	04/03/2022	March 2022
CAT1064 AP	Fresh Bakery Products*#	07/09/2019	06/09/2022	Aug 2022
CAT1066 AP	Fresh Dairy Products*	25/10/2021	24/10/2023	January 2022
CAT1067 AP	Fresh Fish and Seafood*#	02/08/2021	01/08/2023	January 2022
JAN1007 AP	Cleaning Chemicals and Disposable Paper Products*#	03/04/2018	02/04/2022	Retender end of 2021
CAT1065 AP	Water Coolers (Scotland Excel)~	15/01/2018	07/01/2022	n/a
CAT1070 AP	Catering Sundries (Scotland Excel)~	01/08/2020	31/07/2024	n/a

Direct call-off from all Framework Agreements is available through either a ranked supplier basis*, via Desktop Evaluation# or other pre-set criteria~. Call-off by mini-competition can also be utilised for all these agreements. Full details of how the ranking process and desktop Evaluation works can be found in each agreement's Buyers Guide. If you are currently experiencing problems with your contractor and want to move on to the next ranked supplier but are unsure if you can do that, please get in touch.

FRAMEWORK UPDATE:

CAT1061 AP Fresh Fruit & Vegetables

The above Framework Agreement commenced on 20th December 2018 originally for a two-year period. This was extended and it will now expire of 19th December 2021. APUC are currently in the process of issuing final extension letters to suppliers, taking this agreement to its natural end of 19th December 2022.

It can be accessed by all Scottish universities and colleges as well as APUC Ltd' associate members.

The Framework Agreement is split in to 5 geographical lots, with a separate lot for Glasgow City Council who requested to join the Framework Agreement. The appointed suppliers are as follows:

Lot	Supplier(s)
North Highland and Western isles	1. Swanson's Fruit Co Ltd
Aberdeen and Grampians	1. Total Produce Plc 2. TPS Fruit and Vegetables
Perth, Angus, Dundee & Fife	1. McLays 2. Total Produce Plc 3. George Anderson & Son

South East of Scotland (Stirling, Edinburgh, Lothian & Borders)	1. Total Produce Plc 2. George Anderson & Son 3. G. Carruthers & Sons
South West of Scotland (Greater Glasgow, Argyll, Renfrewshire & Ayrshire)	1. McLays 2. Total Produce Plc 3. George Anderson & Son
Glasgow City Council	1. McLays 2. Total Produce Plc 3. G. Carruthers & Sons

Spend to date by Supplier:

Supplier Name	Spend to Date	No of Institutions Using	Spend August 21 to October 21
Swanson's Fruit Co Ltd	£88,084.51	3	£4,273.23
Total Produce Plc	£335,087.98	9	£25,614.79
TPS Fruit & Vegetables	£36,427.49	1	£3,313.86
McLay's Foods	£869,865.77	9	£121,852.80
George Anderson & Son	£800,052.41	14	£28,187.62
G. Carruthers & Sons	£0.00	0	£0.00
Total	£2,129,518.16		£183,242.30

All of the above are SMEs

Call-off from this Framework Agreement is available for direct award via a ranked supplier process, Desktop Evaluation or by mini-competitions. The Framework Agreement is formed around a Core product List with fixed pricing and procurement of non-core product items are supported against a discount structure.

Price variations windows occur quarterly. No price variation opportunities were sought in August. APUC have recently accepted a price variation from McLays, consisting of two price increases and one price decrease. Revised pricing will go live on **1st December 2021**.

Contract Management meetings are currently being scheduled for this agreement at the end of December. Please contact [Louise Levens](#) if you have any feedback regarding this agreement.

The Buyers guide and supporting documentation have all been uploaded to [the APUC Buyers Portal](#). This includes information on how to place orders and call of the Framework Agreement. For further information please contact [Louise Levens](#) (0131 442 8960/40)

CAT1063 AP Fresh Butcher Meat

This Framework Agreement commenced on 5th March 2019, initially for a two year period. This was extended and will now expire on 4th March 2022. There is an option to extend for up to a further 12 months.

It can be accessed by all Scottish universities and colleges as well as APUC Ltd' associate members.

The Framework Agreement is split in to 5 geographical lots and the appointed suppliers are as follows:

Lot	Supplier(s)
North Highland & Western Isles	1. Campbells Prime Meat
Aberdeen and Grampians	1. Campbells Prime Meat 2. Campbell Brothers 3. Gordon McWilliam (Aberdeen) Ltd
Perth, Angus, Dundee & Fife	1. McLays 2. Campbells Prime Meat 3. Campbell Brothers
South East of Scotland, comprising of Stirling, Edinburgh, Lothian and Borders	1. Campbells Prime Meat 2. Campbell Brothers 3. Shaw's Fine Meats
South West of Scotland, comprising of Greater Glasgow, Argyll, Renfrewshire & Ayrshire	1. McLays 2. Campbells Prime Meat 3. Campbell Brothers

Spend to date by Supplier (CAT1063AP):

Supplier Name	Spend to date	No of Institutions Using	Spend August 21 to October 21
Campbells Prime Meat	£684,637.82	24	£66,248.07
Campbell Brothers	£522,524.35	8	£47,026.66
Gordon McWilliam (Aberdeen) Ltd	£257,798.25	1	£12,540.68
Shaw's Fine Meats	£89,889.24	1	£0
McLay's Ltd	£705,401.61	7	£114,960.39
Total	£2,260,251.27		£240,775.80

All of the above are SMEs

Call-off from the new CAT1063AP Framework Agreement is available for direct award via a ranked supplier process, desktop evaluation or by mini-competitions. The Framework Agreement is formed around a Core product List with fixed pricing and procurement of non-core product items are supported against a discount structure.

APUC recently approved a price variation request from Campbell Brothers. This request was approved due to the exceptional market movements and supply chain pressures, and the current fixed price they were charging Institutions was below the cost of their purchase and could not be sustained in the current climate. Revised pricing went live on Monday 8th November 2021 and the ranking of the framework remains the same.

The next opportunity for price variation is **March 2022**.

The Buyers guide and supporting documentation have all been uploaded to the [APUC Buyers Portal](#). This includes information on how to place orders and call of the Framework Agreement. For further information please contact [Louise Levens](#) (0131 442 8960/40).

CAT1064 AP Fresh Bakery Products

The above Framework Agreement commenced on 7th September 2019 and will run for three years with the option to be extended for up to a further 12 months.

It can be accessed by all Scottish universities and colleges as well as APUC Ltd' associate members.

The Framework Agreement is split in to 5 geographical lots and the appointed suppliers are as follows:

Lot	Supplier(s)
Highlands & Islands	1. Scotbake Ltd
Aberdeen & Grampian	1. Wallace Bakery
Perth, Angus, Fife & Dundee	1. Fisher & Donaldson 2. Wallace Bakery 3. Tower Bakery
South East of Scotland (Stirling, Edinburgh, Lothian & Borders)	1. Fisher & Donaldson 2. Fords the Bakers 3. Tower Bakery
South West of Scotland (Greater Glasgow, Argyll, Renfrewshire & Ayrshire)	1. D McGhee & Sons Ltd 2. Buon Giorno Tutti 3. Big Bite Catering.**

**Please note, that Big Bite Catering, who were 3rd on Lot 5, have requested to be withdrawn from the Framework. They are currently serving their 30-day notice and will be removed on 23rd December 2021.

Spend to date by Supplier (CAT1064AP):

Supplier Name	Spend to Date	No of Institutions Using	Spend August 2020 - July 2021
D McGhee & Sons Ltd	£214,635.36	13	£23,682.70
Fisher & Donaldson	£29,553.98	3	£0
Buon Giorno Tutti ltd	£23,510.76	2	£667.35
Scotbake Ltd	£33,319.73	3	£3,388.02
Tower Bakery	£0.00	0	£0
Big Bite Catering	£0.00	0	£0
Total	£301,019.83		£27,738.07

All of the above are SMEs.

Call-off from CAT1064-AP is available for direct award via a ranked supplier process or by mini-competitions. The Framework Agreement is formed around a Core product List with fixed pricing and procurement of non-core product items are supported against a discount structure.

APUC accepted a price variation request from McGhee & Sons Ltd. This went live on 7th September 2021 and the pricing for core product items will be held for a minimum of 12 months. The next opportunity for price variation is **August 2022**.

The Buyers guide and supporting documentation have all been uploaded to the [APUC Buyers Portal](#). This includes information on how to place orders and call of the Framework Agreement.

For further information, please contact: [Louise Levens](#) (0131 442 8960/40).

CAT1066 AP Fresh Dairy Products

The above Framework Agreement commenced on 25th October 2021 and will run for two years with the option to be extended for a further 24 months.

It can be accessed by all Scottish universities and colleges as well as APUC Ltd' associate members.

Graham's Dairy have provided APUC with information on all packaging; all packaging is made from 100% recycled content and can all be recycled. Graham's are currently looking at investing into cardboard packaging for milk-based products.

The Framework continues to support Farm gate prices.

The Framework Agreement is split in to 7 geographical lots and the appointed suppliers are as follows:

Lot	Supplier(s)
North Highland & Western Isles	Grahams the Family Dairy
Aberdeen and Grampians	Grahams the Family Dairy
Perth, Angus & Dundee and East Fife	Grahams the Family Dairy
Stirling, Falkirk & West Fife	Grahams the Family Dairy
Edinburgh, Lothian & Borders	Grahams the Family Dairy
Greater Glasgow	Grahams the Family Dairy
Argyll, Renfrewshire & Ayrshire	Grahams the Family Dairy

Spend to date by Supplier (spend detailed below is based on old Framework):

Supplier Name	Spend to Date	No of Institutions Using	Spend August 21 to October 21
Grahams the Family Dairy	£1,516,240.38	27	£50,631.12
Total	£1,516,240.38	27	£50,631.12

Call-off from this Framework Agreement is available through direct award to the sole supplier. The Framework Agreement is formed around a Core product List with fixed pricing and procurement of non-core product items are supported against a discount structure.

This Framework Agreement supports farmgate pricing, a position not taken by some other agreements.

The Buyers guide and supporting documentation have all been uploaded to the [APUC Buyers Portal](#). This includes information on how to place orders and call of the Framework Agreement. For further information please contact [Louise Levens](#) (0131 442 8940/60).

CAT1067 AP Fresh Fish & Seafood

The above Framework Agreement commenced on 2nd August 2021 and will run for two years with the option to be extended for up to a further 12 months. The potential number of suppliers per lot was increased for this iteration to provide further opportunities to local SMEs, stronger supply chain resilience and wider options to institutions.

It can be accessed by all Scottish universities and colleges as well as APUC Ltd' associate members.

The Framework Agreement is split in to 5 geographical lots and the appointed suppliers are as follows:

Lot	Supplier(s)
1 – North Highlands & Western Isles	1. Campbells Prime Meat
2 – Aberdeen & Grampians	1. Campbell Brothers 2. Campbells Prime Meat
3 – Perth, Angus, Dundee & Fife	1. Campbells Prime Meat 2. Campbell Brothers 3. George Campbell & Sons
4 – South East of Scotland (Stirling, Edinburgh, Lothian & Borders)	1. Campbells Prime Meat 2. Campbell Brothers 3. George Campbell & Sons
5 – South West of Scotland (Greater Glasgow, Argyll, Renfrewshire & Ayrshire)	1. Campbells Prime Meat 2. Campbell Brothers 3. The Fish People Scotland Ltd 4. Greens the Fishmonger

All of the above are SMEs

Spend to date by Supplier:

Supplier Name	Spend to Date	No of Institutions Using	Spend August 21 – October 21
Campbells Prime Meat	£26,248.46	16	£26,248.46
Campbell Brothers	£24,323.37	2	£24,323.37
George Campbells & Sons	£27,786.38	3	£27,786.38
The Fish People Scotland Ltd	£8,145.73	1	£8,145.73
Greens Fishmongers	£0	0	£0
Total	£86,503.94		£86,503.94

Call-off from this Framework Agreement is available for direct award via a ranked supplier process, desktop evaluation or by mini-competitions. The Framework Agreement is formed around a Core product List with fixed pricing and procurement of non-core product items are supported against a discount structure.

Due to known market volatility and to avoid risk premiums being added pricing was only fixed for the first 3 months of the agreement. Both Campbells Prime Meat and George Campbells & Sons requested a price variation at the first review due to fish and seafood prices consistently rising due to extreme weather, post Brexit issues and reduced quotas. Following further clarification

and discussion, both price increases were reduced drastically and accepted. Pricing went live on 1st November. These prices are now held until the **31st January 2022 as a minimum.**

The Buyers guide and supporting documentation have all been uploaded to the [APUC Buyers Portal](#). This includes information on how to place orders and call of the Framework Agreement. For further information please contact [Louise Levens](#) (0131 442 8960/40).

JAN1007 AP Cleaning Material and Disposable Paper Products

The Framework Agreement went live on 3rd April 2018. It has been extended for a further 3-month period due to COVID and Brexit related market pressures and will now expire on 2nd July 2022. The re-tender process will commence shortly and UIG nominations would be welcomed.

The appointed contractors are:

Rank 1 - Bunzl Cleaning & Hygiene Supplies Ltd

Rank 2 - Arrow County Supplies

Rank 3 - Alliance Disposables Ltd

Spend to date by Supplier:

Supplier Name	Spend to Date	No of Institutions Using	Spend August 2021 – October 2021
Bunzl Cleaning & Hygiene Supplies Ltd	£8,557,577.08	39	£546,968.03
Arrow County Supplies	£1,011,885.34	8	£1,030.78
Alliance Disposables Ltd	£383,586.46	17	£18,158.72
Total	£9,953,048.88		£566,157.53

Call-off from this Framework Agreement is available for direct award via a ranked supplier process, desktop evaluation or by mini-competitions. The Framework Agreement is formed around a Core product List with fixed pricing and procurement of non-core product items are supported against a discount structure.

The Buyers guide and supporting documentation have all been uploaded to the [APUC Buyers Portal](#) and e-catalogues have been developed and are available for e-procurement systems with punchout available for Bunzl Cleaning & Hygiene Supplies Ltd.

Pricing for all suppliers is now be held until the Framework expires in **July 2022**, with the exception of Bunzl CHS who have requested a price variation request due to current market pressures. This is currently being reviewed and the outcome will be shared with the sector. Price reductions of Nitrile and Vinyl gloves through Bunzl went live on Monday 15th November.

Please contact [Louise Levens](#) if you have any feedback regarding this agreement.

For further information please contact [Louise Levens](#)(0131 442 8960/40)

Sustainability and Supply Chain Management

Activities relating to our Responsible Procurement Action plan covering a range of criteria continue, as previously advised. Please see details below for detail of activities and developments:

- Responsible Sourcing and Ethical Trading - Applicable criteria are set within the ITT and responses captured and measured prior to appointment and during contractor performance.
- Modern Slavery & Fair Working Practices, including the living wage – suppliers approaches and activities in these areas are being monitored and measured as part of the Supply Chain Management Section 1 questionnaire and Supplier and Contract Management process.
- Fair Working Practices, including Living Wage – APUC have confirmation of all catering contractor's current stance on their approach to the Living Wage. We continue to track this and suppliers are now asked to confirm their position prior to appointment of a Framework Agreement.
- Modern Slavery – Applicable criteria are set within the ITT, where relevant, and responses captured and measured prior to appointment and during contractor performance.
- Carbon Reduction & Climate Change – APUC are currently working through the Responsible Procurement Action plan to categorise the importance of Climate Change Emergency. Delivering both Fruit and Veg and Butcher Meat in departmentalised vans (vans have been audited by local council) is available through McLays. Sustainable route planning is also being encouraged throughout all fresh food tenders, alongside consolidation and aggregation of deliveries to Institutions in neighbouring areas.
- CEPWG PIACC – APUC are currently working on a Primary Impact Area for Climate Change document concerning food. This document is available for the sector to view and will be updated as and when required. If there are any examples or case studies you would like to be included as part of this document, please contact [Louise Levens](#).
- The ability to use contractors as distributors under catering Framework Agreements not only enables smaller and local producers to enter the supply chain but reduces the number of deliveries and associated carbon footprint.
- Call-off methods – all catering framework agreements now have the option of Desktop Award built in as a call-off method. For assistance in using this alternative call-off method, please contact [Louise Levens](#).
- Other Waste and Pollution reduction – A reminder that Institutions can purchase 'wonky' fruit and vegetables under CAT1061-AP. Not only does this action reduce food waste but can also contribute to potential budget savings. APUC are currently working to encourage this to more suppliers throughout the geographical lots. Suppliers can also offer 'Soup' Veg - (vegetables that are not aesthetically pleasing or don't have a long shelf life) to Institutions who may be interested.

SCM Responsible Procurement Supply Chain Evaluation Tool

APUC's SCM Responsible Supply Chain programme is the process through which we engage with appointed contractors to assess their approach to delivering a transparent, environmentally positive, ethical and socially responsible supply chain.

All suppliers have been requested to complete Section 1, now incorporated in to our SCM Supply Chain Management tool.

APUC are now working with EcoVadis, an independent sustainability ratings agency, to assess our supply chain and the sustainability of key suppliers for the sector. All Estates suppliers have been prioritised and several Catering suppliers will fall into phase one and will be assessed in the next

several months. This will augment and is a natural progression of the work undertaken by APUC in the development and use of our SCM Section 2 tool.

To date, three fresh food suppliers have been invited to take part in the EcoVadis process.

Single Use Plastic

APUC have been working with the Scottish Government and Zero Waste Scotland on implementing Article 5 of the Single Use Plastic Directive as part of the public consultation process.

Scottish Government have published the [draft regulations](#) which will see the introduction of market restrictions of single-use plastics.

It has been confirmed that these products will no longer be available in Scotland from June 2022. For further information on items that this will affect, please see [here](#).

We continue to push suppliers to reduce single use plastic from their supply chain as a matter of course, through using items such as compostable or re-usable packaging and pallets, some suppliers (Total Produce) on CAT1061 AP Fresh Fruit and Vegetables agreement have removed single use plastic from their supply chain within 18 months. Some are currently investigating alternatives to punnets for Grapes and Strawberries and investing in compostable netting for citrus fruits. Contractors who were successful on the Fresh Fish and Seafood tender can also provide re-usable or cardboard crates.

Graham's the Dairy have provided information on all their packaging and have confirmed that, for the core product list, all packaging is from 100% recycled content and can be recycled once used. They are currently investigating the use of cardboard packaging for all milk based produce and will be pushed on the outcome of this investigation in the coming months.

Targets and actions have been set and agreed with key suppliers and performance on these and other strategic objectives are being monitored and measured as part of our Supplier and Contract Management programme. We remain keen to hear from members what their key points of consideration and requirements are so these can be included and discussed with the relevant supply chain.

As previously advised, the Procurement Reform Act (Scotland) 2014 (PRA) requires every public sector contracting authority to consider how procurement can improve local social, economic and environmental wellbeing; facilitate involvement of SMEs; and promote innovation (where factors are relevant to what is being procured and it is proportionate to take account of them). APUC Ltd include all of these in their catering related Framework Agreements and the potential sustainable benefits are listed in the Buyers Guide. This includes the added value services and Community Benefits available and the delivery of these are also being tracked as part of our Contract and Supplier Management process.

As previously advised, examples from recently awarded Framework Agreements include:

- Products Sourced: Ethically & sustainably sourced / eco-friendly product alternatives available within the Core List
- Support towards external accreditation schemes including Food for Life
- Work placements and modern apprenticeships schemes, Community support programmes, promote healthy eating through sponsoring events
- availability of organic, Fairtrade or 'wonky' Fruit and Vegetables (see above), advice on seasonal produce and assistance with Menu planning
- Waste collection service - Access to Closed Loop Recycling scheme on request

- Ability to introduce local producers into the supply chain, using the appointed contractor as a distributor.

Palm Oil

The work that APUC are doing in exploring the use of Palm Oil and Responsibly Sourced Palm Oil (RSPO) in its Framework Agreements and the promotion of RSPO certified products and Palm Oil alternatives, where deemed suitable and appropriate, continues.

This will be embedded in the re-tender of JAN1007 AP at the end of the year and where non- Responsibly Sourced Palm Oil is found within the core product list, we will be seeking alternative products that contain Responsibly Sourced Palm oil as a minimum.

We are currently liaising with Grahams the Dairy on the use of Palm Oil in some non-core products and this will be shared with the sector once available.

Brexit & Covid 19 - Supply Chain Impact

Prior to the deadline for the UK leaving the European Union APUC and other Purchasing Consortia had assessed the risk level associated with each Framework and supplier and sought feedback on four consideration points: Labour considerations, Supply Chain considerations, Regulatory considerations, and Commercial considerations.

We remain in contact with all relevant suppliers to gauge any developments associated with Brexit and Covid19 within each supplier's own supply chain and any actions required. All updates have been recorded on SCM and issued to the sector, where relevant. Any risks and impacts identified will be shared via the UKUPC quarterly Market Insight update, the first of which was issued in September and the next iteration will be issued early December.

The shortages of HGV Drivers (and general delivery drivers) is well known and we continue to monitor the situation with key suppliers.

Shortages in cardboard, plastic and tin continue to cause issues in the availability of some pack sizes of products and have a slight influence on price. The price of aluminium has risen 400% due to issues in magnesium production following power outages in China.

We are continuing to work with DEFRA and the Scottish Government to assess when inspections of imported goods to the UK and the likely impacts, but it has been confirmed these have been delayed until April 2022 at the earliest.

Zero Waste Scotland

Zero Waste Scotland are still offering support to increase awareness of circular economy ideas in procurement and also in the reduction of Food Waste to meet the Scottish Governments [Food Waste reduction](#) target of 33% by 2025. If you are interested in discussing either of these please contact Claire.Guerin@zerowastescotland.org.uk

Responsible Supply Chain guides

APUC Ltd's Responsible Supply Chain guide for catering products and equipment highlighting areas colleagues may wish to include or consider in any procurement and contract management activities can be found [here](#).

GENERAL UPDATE

Value for Money & Documents on [APUC Buyer Guide Portal](#):

Following on from the Value For Money report created by APUC on value for money activity, we have built guidance on how this can be best achieved in each Framework Agreement's Buyers Guide.

All information on the APUC Framework Agreements is now available on the APUC Buyer Guide Portal. If you haven't registered yet, please do so by contacting APUC helpdesk: helpdesk@apuc-scot.ac.uk to obtain the login details.

If institutions have any questions on the report or any feedback on any of the above, please get in touch with [Louise Levens](#) (0131 442 8960/40) or [Andy Anderson](#) (07766 070781).

Annual Benefit Statements

As we have now completed the financial year for the sector APUC are finalising management Information spend reports and have issued our Annual Benefit Statements to members via their local Heads of Procurement. If you would like to receive a copy of this for Catering related Framework Agreements please advise [Louise Levens](#) (0131 442 8960/40) or [Andy Anderson](#) (07766 070781).

Documents on [APUC Buyer Guide Portal](#):