

## Response to Request for Information

Reference      FOI 031629  
Date            7 March 2016

### ***School Catering Service***

#### **Request:**

My FOI request is for the documentation which the Council will have received from Soil Association Certification Limited since 1<sup>st</sup> January 2013 confirming that the school catering service has been awarded the Food for Life Catering Mark.

I particularly refer to the detailed **Inspection Reports** which will have been produced by Soil Association Certification Limited, showing how the catering service complies with the Catering Mark requirements.

Each report is likely to include the following information:

- Overview of the Catering Operation  
[Please see information provided on the next page.](#)

# Soil Association Food For Life Catering Mark Inspection Report

General information			
Catering Company	Wolverhampton Council	Licence No.	FF22943
Inspector	Antonia Shaw	Inspection date	9/11/15

Company contact and position	Tina Lauchlan – Operations Manager
Other company contact and position	
Site visited	Villiers Primary
Kitchen Manager	

Type of inspection	application <input type="checkbox"/>	annual <input checked="" type="checkbox"/>	additional site visit <input type="checkbox"/>
Inspection level	Bronze <input checked="" type="checkbox"/>	Silver <input type="checkbox"/>	Gold <input type="checkbox"/>

## Introduction - Overview of Operation

First annual inspection to cover meals served to primary schools in Wolverhampton. The City Council provides meals to most primary schools in the area. Most schools have their own kitchen, some schools send out meals to other schools which don't have a kitchen.

Tina Lauchlan (Operations Manager) and Sharon Burns (Area Catering Manager) were present for the inspection.

Menus are on a 3 week rotation and are changed every September. Suppliers are the same as last year.

All invoices were seen from each supplier (covering all schools for June 2015 – as requested in the confirmation email).

## Reporting

What meals does the caterer serve:	Breakfast <input checked="" type="checkbox"/>	Lunch <input checked="" type="checkbox"/>	Evening meal <input type="checkbox"/>
The Catering Mark applies to:	Breakfast <input checked="" type="checkbox"/>	Lunch <input checked="" type="checkbox"/>	Evening meal <input type="checkbox"/>
For B&I, Public, Hospitality, Healthcare and Universities: which outlets/menus are covered by the Catering Mark?			
How many Catering Mark meals are served daily across the contract?			11,207
How many days per year are meals served?			190

If appropriate, what is the uptake of meals (as a percentage)?	68%
Has the uptake, or number of meals, increased since last inspection?	Yes, by 20%

### Suppliers, Products and Details of evidence available

Product	Supplier	Evidence to support Catering Mark 1	Evidence to support Catering Mark 2
All meat	Blakemore	Stated on invoices	Shown on specifications / labels
Dry ingredients	"		
Fish	"		
Dairy	Johall		
Eggs	"		
Fruit and Veg	Brett		

### Bronze standards

**Standard 1.0** (*Schools, academies, early years, residential care settings and hospitals only*).

**Complies**

**Caterers can demonstrate their compliance with national standards or guidelines on food and nutrition**

**Q. Which checklist used?**

Menus comply with the requirements of the Nutmeg analysis system, all menus are independently analysed.

School Food Plan.

**Verifications from current menu:**

Salmon fishcakes, fruit based puddings.

**Standard 1.1** **75% of dishes are freshly prepared from unprocessed ingredients**

**Minor non-compliance**

92 meals served over the 3 week period. These include a main meal, vegetarian meal, jacket potato, pudding (hot / yoghurt / fruit salad / cheese & biscuits).

Items not classed as freshly prepared under the FFL criteria (cooked meat, all sponges made from packets, jelly, pizza sauce, Laughing Cow cheese, mousses, baked beans, breaded fish).

Recipes checked for most meals, invoices checked and store visited to confirm.

The Laughing Cow cheese will be swapped for cheddar and will therefore increase the % to 75% minimum.

**Q. Sausages/burgers** – what percentage is the meat content? Pork sausages 65%, turkey sausages 75%

**Standard 1.2** **All meat is from farms which satisfy UK welfare standards**

**Minor non-compliance**

Specifications were seen and all stated Red Tractor / farm assured.

Invoices showed the product description and product code. Most items were shown as RT / FA, specifications were checked for those which were not labelled with welfare (product codes matched).

Items seen in store were labelled with welfare.		
Loscoe ham (code 136797) was not farm assured.		
<b>Standard 1.3</b>	<b>No fish are served from the Marine Conservation Society 'fish to avoid' list</b>	<b>Complies</b>
MSC salmon fishcakes / Atlantic cod (shown on invoices and the Ploth)		
<b>Standard 1.4</b>	<b>Eggs are from free range hens</b>	<b>Complies</b>
Invoices from June showed that only Free Range eggs had been purchased.		
<b>Standard 1.5</b>	<b>No undesirable additives or artificial trans fats</b>	<b>Complies</b>
<b>Standard 1.6</b>	<b>No GM ingredients</b>	
Cook supervisors have received training on ordering, they can only order from an approved 'ploth'. There are statements in the 'tender' document which the suppliers sign re GMOs and transfats.		
All items seen in store were compliant with the standards.		
Spec seen for the KTC extended life rapeseed oil (non GM).		
<b>Standard 1.7</b>	<b>Free drinking water is prominently available</b>	<b>Complies</b>
Jugs of water are available on the tables.		
<b>Standard 1.8</b>	<b>Menus are seasonal &amp; use in-season produce</b>	<b>Complies</b>
Seasonality charts are displayed in the kitchen. The menu states that seasonal veg will be used where possible. Invoices from Bretts show the country of origin. Bretts provide posters re seasonality and also newsletters showing which items are in season when ordering.		
<b>Standard 1.9</b>	<b>Information is on display about food provenance</b>	<b>Complies</b>
'Did you know' posters show the map of the county, drawings of veg and where they come from. The supplier Bretts provide a good amount of detail of the individual farms – this is sent to cooks.		
<b>Standard 1.10</b>	<b>Menus provide for all dietary and cultural needs</b>	<b>Complies</b>
Healthy vegetarian option daily. Some schools do not serve beef, so this is substituted with lamb. Gluten free menu, specific menus for the 'Free School'. Work closely with the pediatric dietitian for the diabetic children, menus show carbohydrate content on each meal. Halal not served as predominantly Sikh and Hindu children).		
<b>Standard 1.11</b>	<b>Suppliers have been verified to ensure they apply appropriate food safety standards</b>	<b>Complies</b>

All suppliers tender for business at the start. There are only 3 suppliers (all long standing).  
 Contract documents are very thorough and specify compliance with relevant EU/UK legislation.

**Standard 1.12 Catering staff are supported with skills in fresh food preparation and the Catering Mark**

**Complies**

Specific Food For Life training for cooks.  
 Most have done Intermediate Food Hygiene.  
 General assistants have food production and hospitality coursed.  
 Training records are kept by the training officer in individual personnel files.  
 Certificates are displayed in the kitchen.

**Standard 1.12.1 (Schools & academies only) Catering staff involvement with school on food issues**

**Complies**

Very school dependent, some schools have vegetable gardens, chickens, apples. Produce is used in the kitchens.  
 Food tasting for new products.  
 Children are consulted re menu ideas.  
 Wolverhampton City Council has an obesity plan, and link in with this with the Healthy Eating team.

**Q** Which menus were collected at inspection?

**Q** How is the CM logo displayed?

On menu, on website, in individual schools.

**Q** Is the caterer signed up to the Wrap: Hospitality and food services agreement?  
<http://www.wrap.org.uk/content/hospitality-and-food-service-agreement-3>

No.

**Inspector Comments**

Well prepared for the inspection, thankyou for having all the invoices available!

# Soil Association Food For Life Catering Mark Action Summary Sheet



Catering Company	Wolverhampton Council	Licence No.	FF22943
Inspector	Antonia Shaw	Inspection date	9/11/15

## Bronze

Standard	Compliance	Action required to achieve Bronze
1.1	Minor non-compliance	Your menu does not meet the minimum 75% freshly prepared criteria.
1.2	Minor non-compliance	Loscoe ham (code 136797) was not farm assured.

Please respond to this Action Summary Sheet within 30 days of your inspection.

By email to [proc.cert@soilassociation.org](mailto:proc.cert@soilassociation.org) or by post to Soil Association Certification, South Plaza, Malborough St, Bristol, BS1 3NX. Thank you.

If you require assistance your Certification Officer will be happy to help.

# Soil Association Food for Life Catering Mark

## Inspection report declaration

I confirm that the information I have supplied is to the best of my knowledge complete and accurate.

I understand that:

- The inspector is able to make additional comments after the inspection, which are recorded separately, but will not alter any of the non-conformances identified after I have signed this declaration.
- The inspection report is based on the information supplied during the visit. The absence of non-conformance does not infer that none exist.
- Additional correspondence issued from the office may contain additional requests to those made in the inspection report.

To be signed by the person responsible on the unit:

Signature	
Name & position	
Date	
I have completed this form electronically and am in agreement <input type="checkbox"/>	

Catering Company	Wolverhampton Council	Licence No.	FF22943
Inspector	Antonia Shaw	Inspection date	9/11/15

- How many Catering Mark meals are served annually  
11,207 meals served daily – 190 days per year
- Absence of problem additives or Trans Fats  
Tender documents for all suppliers clearly state all products provided must be free from GM`s and trans fats and cook supervisors can only order from approved ploff – all items inspected in store cupboard were compliant.
- 75% of menu options prepared with fresh or minimally processed ingredients  
There are 92 meals over the 3 week cycle – recipes were checked and invoices and store cupboard inspected to ensure compliance.
- Seasonal produce  
All kitchens have seasonality charts and posters so cook supervisors know when certain fruit and veg is in season so they know what to order. Menus state that seasonal fruit and veg used where possible. Invoices from supplier show country of origin and they regularly send out information to the kitchens regarding what is in season.
- Professional development of staff and food education  
All cooks have received training on Food for Life and also have completed training courses on nutrition and special diets and allergen awareness to comply with new allergen legislation. All kitchen staff have completed Level 2 Food Hygiene and General Assistants NVQ in Food Production and Hospitality
- No GM ingredients  
Tender documents for all suppliers clearly state all products provided must be free from GM`s and trans fats and cook supervisors can only order from approved ploff – all items inspected in store cupboard were compliant.
- Free drinking water  
Jugs of water available on tables for children to help themselves, menu states that water is available every day.
- No fish from the Marine Conservation Society (MCS) “fish to avoid” list  
Salmon fishcake is MSC accredited and the cod is Atlantic cod which is not on the list – this was verified by checking invoices, ploff and packaging.
- Suppliers have been verified to ensure they apply appropriate food safety standards  
All suppliers tender for business and it is stipulated that they have appropriate HACCP.in place, EHO reports and evidence of food safety and quality assurance scheme accreditation. Contract documents are very thorough and specify compliance with relevant EU/UK legislation.
- Compliance with national nutrition standards  
Menus comply with the requirements of the Nutmeg analysis system, all menus are independently analysed. Menu is fully compliant to the Government School Food Standards.



- Sourcing environmentally sustainable and ethical food  
No fish are served from the Marine Conservation Society 'fish to avoid' list. All eggs are free range including the omelette and all meat products have British Red Tractor or British Farm Assured certification.
- Championing local food  
All fruit and vegetables come from farms within the midlands with "did you know" poster showing map of county and where the produce comes from. Information regarding individual farms and the produce they grow on display for the children to see. We use products from Muller and Middletons both local companies.
- Menu based catering services  
In respect of your above question, it has been established after careful consideration that the Council does not hold the above information. Consequently, we are unable to provide any information relating to the above, and are informing you as required by Section 1(1) (a) of the Act, that states:  
  
"Any person making a request for information to a public authority is entitled to be informed in writing by the public authority whether it holds information of the description specified in the request".  
  
I can advise you that this information would be held by Food for Life.
- Inspector Comments  
"Well prepared for the inspection, thankyou for having all the invoices available!"

This Inspection Report will have been produced on an annual basis after the first inspection when the Catering Mark was first applied for.

I also request supporting information which will have been prepared by the Catering Service to support its application for Catering Mark, such as:

- Food for Life Catering Mark management plan  
In respect of your above question, it has been established after careful consideration that the Council does not hold the above information. Consequently, we are unable to provide any information relating to the above, and are informing you as required by Section 1(1) (a) of the Act, that states:  
  
"Any person making a request for information to a public authority is entitled to be informed in writing by the public authority whether it holds information of the description specified in the request".  
  
I can advise you that this information would be held by Food for Life.

[NOT PROTECTIVELY MARKED]

- A table showing which dishes on the menu are freshly prepared, have UK Farm Assured meat and MCS-approved fish  
[Please see information provided on the next page.](#)

**PRIMARY MENU 2015/16 ALL OF THESE ARE CLASSED AS HOMEMADE BY FOOD FOR LIFE**

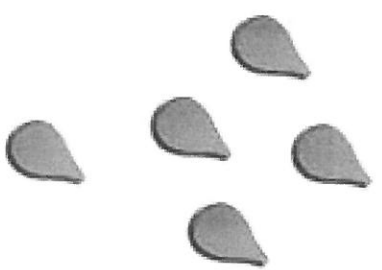
<b>WEEK 1 MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
CHICKEN CURRY or CHICKEN CASSEROLE <b>CHICKEN IS RED TRACTOR</b>	ROAST PORK <b>PORK IS FARM ASSURED</b>	<b>BACON AND MIGHTY MINI SAUSAGE IS FARM ASSURED</b>	ROAST CHICKEN <b>CHICKEN IS FARM ASSURED</b>	
	ITALIAN STROMBOLI with HOMEMADE COLESLAW	CHILLI FAJITA	MACARONI CHEESE	BBQ QUORN BUN
JACKET POTATO with TUNA & SWEET CORN	CHEESE SALAD BAP	JACKET POTATO with CHEESE	HAM & TOMATO SANDWICH <b>HAM IS RED TRACTOR</b>	CHEESE & CUCUMBER SANDWICH
BROWN RICE or CREAMED POTATOES POTATO WEDGES	BOILED POTATOES	OVEN BAKED DICED POTATOES	DRY ROAST POTATOES	CHIPS
GARDEN PEAS CAULIFLOWER	SWEET CORN BROCCOLI	GREEN BEANS ROAST PARSNIPS	SLICED CARROTS CABBAGE	PEAS COLESLAW
		CRISPY CORNFLAKE CAKE	SEASONAL FRUIT & ICE CREAM	
CHEESE CRACKER				CHEESE CRACKER
<b>WEEK 2 MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
PORK or TURKEY SAUSAGES <b>BOTH ITEMS FARM ASSURED</b>	HOMEMADE CHICKEN PIE <b>CHICKEN IS RED TRACTOR</b>	HAM or QUORN & PINEAPPLE <b>HAM IS RED TRACTOR</b> PIZZA	ROAST TURKEY <b>TURKEY IS RED TRACTOR</b>	
VEGETABLE PASTA BAKE	VEGETABLE TIKKA with BROWN RICE	VEGETARIAN TOMATO SAUSAGE	VEGETARIAN MEATBALLS in GRAVY	HOMEMADE CHEESE & ONION WHIRL
JACKET POTATO	CHEESE & TOMATO BAP	TURKEY SALAD SANDWICH <b>TURKEY IS FARM ASSURED</b>	JACKET POTATO with CHEESE	BBQ QUORN WRAP
CREAMED POTATOES	BOILED POTATOES	POTATO WEDGES	DRY ROAST POTATOES	CHIPS
SWEET CORN GARDEN PEAS	MIXED VEGETABLES	SLICED CARROTS BROCCOLI	GREEN BEANS ROAST PARSNIPS	MIXED PEAS & SWEET CORN
	PEACH SWIRL & CUSTARD	RICE PUDDING & JAM	SHORTBREAD	FRESH FRUIT & ICE CREAM
MULLER YOGHURT		CHEESE CRACKER		MULLER YOGHURT
<b>WEEK 3 MEAT FREE MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
	ROAST TURKEY <b>TURKEY IS RED TRACTOR</b>	SPAGHETTI BOLOGNAISE <b>MINCED BEEF IS FARM ASSURED</b>	ROAST CHICKEN <b>CHICKEN IS FARM ASSURED</b>	
CHEESE & TOMATO PIZZA		CHEESE & POTATO PIE	QUORN HASH	VEGETARIAN SAUSAGE
EGG SALAD BAP	JACKET POTATO	HAM SALAD WRAP <b>HAM IS RED TRACTOR</b>	JACKET POTATO with CHEESE	CHEESE SALAD SANDWICH
CREAMED POTATOES DICED POTATOES	ROAST POTATOES	BAKED BEANS	CREAMED POTATOES	POTATO WEDGES
GARDEN PEAS SLICED CARROTS	CABBAGE SLICED CARROTS	MIXED VEGETABLES	CAULIFLOWER BROCCOLI	MIXED PEAS & SWEET CORN
	SEASONAL FRUIT & ICE CREAM	ALIEN CRUNCH		MELTING MOMENTS
CHEESE CRACKER			CHEESE CRACKER	
AVAILABLE DAILY - WATER, SEMI-SKIMMED MILK, SEASONAL FRUIT SALAD, CRUDITÉS, BAGS OF RAISINS, CUSTARD, GRAVY AND BREAD PLEASE NOTE WE USE SEASONAL FRUITS AND VEGETABLES WHERE POSSIBLE				

[NOT PROTECTIVELY MARKED]

- A table showing seasonal availability of local vegetables  
[Please see information provided on the next page.](#)



# SEASONALITY CHART



S P R I N G

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FRUIT VEGETABLES HERBS FISH OTHERS

OTHERS FISH HERBS

VEGETABLES FRUIT

Blood orange Rhubarb (forced) Elderflowers Apricot  
Mango (Alphonse) Gooseberries Asparagus  
Artichokes Cauliflower Celery Asparagus  
New season & wild leaf garlic radishes  
Chicory Hispi cabbage Jersey royals  
Purple sprouting broccoli Rocket  
Spring onion Broad beans  
Leeks Morels Spinach  
Rosemary Oregano Tarragon Peas  
Basil Chervil Coriander Marjoram Chives  
Bay Flat-leaf parsley Thyme Dill  
Mackerel Pollack Haddock  
Sea bass Crab whiting  
Scallops Sardines  
Spring lamb  
Hogget

Strawberries Raspberries Blackcurrant Peach Plums Blackberries  
Rhubarb Gooseberries Curries Blackcurrant Peach Plums Blackberries  
Elderflowers Apricot Nectarine Raspberries Pear Greenpeas  
Broad beans Radishes Figs Damsons  
Peppers Asparagus Cucumber  
Cucumber Spuds  
Sweetcorn Borlotti beans  
Spring onion Mint Sage  
Cauliflower Parsley Parsley  
Chives Basil leaf Chervil Tarragon Marjoram  
Marjoram Chives Parsley Parsley  
Coriander Dill  
Sardines Witing Coley  
Salmon Sea bass  
English veal  
Clarified but. grouse

Apples Victoria plums Blueberries  
Nectarine Elderberries  
Aubergine Butternut squash  
Courgette Wild mushrooms Figs  
Pennei Jerusalem artichokes  
Tomatoes Peppers Red savoy & extra-sweet  
Radishes Rocket Spuds  
Basil Chives Parsley Parsley  
Mint Marjoram Flat-leaf parsley  
Oregano Thyme Sage  
Pollack Haddock Oysters Crab  
Molluscs Whiting Mackerel  
Sardines Coley Sea bass  
Venison Feathered game  
Wet venison Cabanot  
Chestnuts Vacherin

Vacherin Goose  
Sea bass Molluscs  
Flat fish Oysters Coley  
Mackerel  
Haddock Sage  
Bay  
Rosemary  
Pennei Jerusalem artichokes  
Kale Spinach  
Savoy cabbage Whitecress  
Spinach  
Butternut squash Cauliflower  
Artichokes Leeks Spuds  
Celeriac Chicory  
Brussel sprouts  
Rhubarb (forced)  
Blood orange  
Clementine  
Blackberries

# LEON