



The Scottish Parliament
Pàrlamaid na h-Alba

Information Management and Governance
Scottish Parliament
Edinburgh
EH99 1SP

foi.officer@parliament.scot

5 October 2023

Dear Requester,

REQUEST FOR INFORMATION: 2023-692373

We acknowledge your request for the following information:

I am seeking some data regarding your annual fair trade purchasing.

This year marks 10 years of Scotland being a Fair Trade Nation. The Scottish Fair Trade Forum is compiling information on fair trade purchasing within public bodies, institutions and organisations across Scotland for the 2022-23 edition of its report into Fair Trade expenditure and policy commitments within Scotland's public sector. To understand how Scottish Parliamentary Corporate Body's procurement policies were previously reported on and to read our recommendations, please [review our 2019-22 edition here](#).

Can you kindly provide data on Scottish Parliamentary Corporate Body's total annual spend on fair trade goods across the April 2022 – March 2023 financial year? See example response format attached below.

Please include a breakdown of:

- Vendor name*
- Whether they were contracted/non-contracted*
- A description of item(s) purchased*
- The total value per order*
- Items purchased for resale (if applicable)*

Please also provide your general policy on the procurement of fairly and ethically traded goods and services, in line with [section 15\(5\)\(b\)\(v\) of the Procurement Reform \(Scotland\) Act 2014](#).

I am aware that, given potential limitations, you may only be able to capture spend where purchasers have specifically used such terms as "fair" and "trade", "fairtrade" or "fairly" and "traded" in their requisitions, and so items where buyers

have used catalogue item numbers will not be reflected in the data. These considerations will be acknowledged in the report.

Your request was received on 15 September 2023 and has been handled in accordance with the Freedom of Information (Scotland) Act 2002 (FOI(S)A).

The Scottish Parliamentary Corporate Body SPCB recognises that it has a role to play in promoting fair and ethical trading principles in the procurement of its goods and services. It is SPCB policy to support in its procurement the principles of the Ethical Trading Initiative base code and ILO 8 core conventions.

To this end, we will:

- Have conditions of contract that require contractors and sub-contractors to comply with all applicable obligations in the fields of social and labour law established by national law, EU law or by internationally recognised core labour standards
- Utilise the sustainability test tool for each contract over a value of £50k to identify potential concerns over working conditions or labour standards within the supply chain
- Eliminate tenderers from the competition if they breached their obligations in the fields of social or labour law and didn't take appropriate self-cleansing measures
- Where concerns have been identified over labour standards in the contractor's supply chain, contractors will be required to take corrective action
- Include fairly traded options where the market can support these.

Further information about sustainability at the Scottish Parliament is provided here: [Scottish Parliamentary Corporate Body \(SPCB\) procurement policy | Scottish Parliament Website](#)

The SPCB provides onsite catering outlets together with one retail outlet (the Parliament Shop) and an online shop, all of which stock fair trade products. We offer fairly traded options, including but not limited to tea, coffee, hot chocolate, juices, confectionery, fruits and wine.

We have attached a spreadsheet providing information about the fair trade products stocked and sold in 2022-23 in the Parliament Shop. This includes the vendor names, whether contracted or non-contracted, a description of the items and the total cost per order. More information about the Scottish Parliament shop is available here: [Gift shop | Scottish Parliament Website](#)

Catering services at the Scottish Parliament are provided by a third-party external supplier. We have attached a spreadsheet providing information about fair trade products which are purchased by the third-party supplier for the year 2022-23. This includes the vendor names, whether contracted or non-contracted, a description of the items and the total cost per order. These items are stocked and sold in the catering outlets in the Scottish Parliament.

In keeping with our FOI procedures, this information may also be posted on the Parliament's disclosure log (usually within 24 hours). For further details on the Parliament's Disclosure Log and the information released under FOI, visit: [FOI Request Disclosure Log | Scottish Parliament Website](#)

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<https://www.parliament.scot/about/copyright>

We would welcome feedback or comment on how we handled your request. Please feel free to contact the Head of Information Governance at foi.officer@parliament.scot

Please find below Annex A, which explains how we handle FOI requests and reviews.

We are currently working remotely and so would ask you to contact us by email at foi.officer@parliament.scot

Yours sincerely,

Linda Forrest
Information Compliance Officer

REQUESTS MADE UNDER THE FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

How we handle FOI requests

Information on how we handle FOI requests is available on the Parliament's website at:

[Privacy notice: Information rights: Freedom of Information request handling | Scottish Parliament Website](#)

Alternatively, please contact the Public Information & Resources Team to request a copy.

<https://www.parliament.scot/contact-us>

Review

If you are dissatisfied with the way in which we have dealt with your request for information, you can ask us to review our decision and actions. You must do this in writing (or other permanent form) within 40 working days of the date of this letter, stating the reasons for your dissatisfaction, and we will respond within 20 working days of receipt. A request for a review should be made to the Head of Information Governance:

Post: Head of Information Governance
The Scottish Parliament
Edinburgh
EH99 1SP
Telephone: 0131 348 5281

We welcome calls using the Text Relay service or in British Sign Language through [contactSCOTLAND-BSL](#).

E-mail: foi.officer@parliament.scot

Application to the Scottish Information Commissioner

If, on the outcome of any review, you are still dissatisfied, or if we are unable to resolve any other complaint, then you can contact the Scottish Information Commissioner:

Post: The Office of the Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS

Email: enquiries@itspublicknowledge.info

Telephone: 01334 464610

Website: www.itspublicknowledge.info

A decision by the Scottish Information Commissioner may be appealed on a point of law to the Court of Session.

Copyright in relation to information provided

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Feedback or comment

We would welcome feedback or comment on how we handled your request. Please contact the Head of Information Governance.

Data Protection

If you wish to find out more about how we use your personal data then you can access our Privacy Notice at the following link:

[Privacy notice: Information rights: Freedom of Information request handling | Scottish Parliament Website](#)

Complaints

If you are dissatisfied with the way in which we dealt with your enquiry, then you may wish to raise the matter with Public Information and Resources.

How to contact us

Post: The Scottish Parliament
 Edinburgh
 EH99 1SP

Telephone: 0131 348 5000
 0800 092 7500 (Public Enquiries)
 0131 348 5395 (Gàidhlig)

We also welcome calls using the Text Relay service or in British Sign Language through [contactSCOTLAND-BSL](#).

E-mail: info@parliament.scot