

Notice of Meeting and Agenda

Audit, Risk and Scrutiny Board

Date	Time	Venue
Monday, 16 March 2020	10:00	Corporate Meeting Room 1, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM
Head of Corporate Governance

Membership

Councillor Tom Begg: Councillor Stephen Burns: Councillor Michelle Campbell: Councillor Neill Graham: Councillor Jim Harte: Councillor John Hood: Councillor Emma Rodden:

Councillor Bill Binks (Convener): Councillor Jim Sharkey (Depute Convener):

Members of the Press and Public

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Further Information

This is a meeting which is open to members of the public.

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at <http://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx>

For further information, please either email

democratic-services@renfrewshire.gov.uk or telephone 0141 618 7112.

To Follow Item

I refer to the agenda for the meeting of the Audit, Risk & Scrutiny Board to be held on Monday 16 March 2020 at 10.00am and enclose the undernoted report relative to item 3 previously marked 'to follow':

Amended Version

I refer to the agenda for the meeting of the Audit, Risk & Scrutiny Board to be held on Monday 16 March 2020 at 10.00am and enclose an amended report relative to item 14:

AUDIT

- 3 Annual Internal Audit Plan 2020/21 1 - 18**
Report by Chief Auditor.

ANNUAL PROGRAMME

- 14 The Effectiveness of Fair Trade within Renfrewshire - 19 - 46**
Lead Officer Craig Doogan
Report by Lead Officer.



To: Audit, Risk and Scrutiny Board

On: 16 March 2020

Report by: Chief Auditor

Heading: Annual Internal Audit Plan 2020/2021

1. Summary

- 1.1 In line with the requirements of the Public Sector Internal Audit Standards, a risk based internal audit plan for 2020/21 has been developed. The audit plan takes into account the outcomes of the internal corporate and service risk identification and evaluation processes, and the current business environment. In addition to undertaking work which will provide assurance on the robustness on key internal controls, the plan seeks to reflect the key priorities and challenges for the council.
- 1.2 A number of methods have been employed to facilitate production of the risk based audit plan for 2020/21:
- Consultation with all Directors and their Senior Management Teams,
 - Senior management from the associate bodies and Audit Scotland;
 - Benchmarking with other Local Authorities;
 - Review of strategic, corporate and service risk registers;
 - Cumulative audit knowledge and experience;
 - Review of key external audit and inspection reports.
- 1.3 The following influencing factors have been considered in our assessment of the current business environment and the priority areas of audit:
- Financial sustainability;
 - Public Protection;
 - Community Empowerment;
 - ICT Resilience;

- Regeneration; and
- Brexit

- 1.4 The total available resource is 1273 days, the operational audit time available for 2020/21 has been identified as 1009 days (79%). The remaining 264 days relates to training, service development, administration and management. Coverage of the plan is achieved through the use of in-house staff and where relevant commissioned from other providers.
- 1.5 Operational and non-operational time has been calculated in accordance with CIPFA benchmarking criteria. Non-operational time includes provision for training, performance management and service development. In addition to the internal audit assurance function the Chief Auditor has managerial responsibility for risk management, insurance and corporate counter fraud which are excluded from the calculation of available operational audit resources.
- 1.6 Delivery of the risk based annual audit plan supports effective member scrutiny of the council's internal financial and other control mechanisms.

2. **Recommendations**

- 2.1 Members are asked to approve the content of the risk based audit plan for 2020/21.
- 2.2 Members are asked to note that the progress of the 2020/21 annual audit plan and summaries of the findings from each audit assignment will be reported to the Board on a quarterly basis.

Implications of the Report

1. **Financial** - None
2. **HR & Organisational Development** - None
3. **Community Planning – Safer and Stronger** - effective internal audit is an important element of good corporate governance.
4. **Legal** - None
5. **Property/Assets** - None
6. **Information Technology** - None

7. **Equality & Human Rights** - None
8. **Health & Safety** – None
9. **Procurement** - None
10. **Risk** - The subject matter of this report is the risk based Audit Plan for 2017 – 2018.
11. **Privacy Impact** – None
12. **COSLA Implications** - None

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Annual Internal Audit Plan 2020/21



Finance & Resources Internal Audit

Date	March 2020	

Renfrewshire Council
Annual Internal Audit Plan 2020/21

Index

	Page
Audit Plan Overview	4 - 8
 Supporting Appendices	
1 Annual Council Internal Audit Plan 2020/21	9 – 10
2 Annual Other Bodies Internal Audit Plan 2020/21	11
3 Analysis of plan by service	12
4 Annual Audit Plan 2020/21 – Integration Joint Board	13

Audit Plan Overview

1. Introduction

- 1.1 In line with the requirements of the Public Sector Internal Audit Standards, a risk based internal audit plan for 2020/21 has been developed. In formulating the audit plan a risk assessment has been undertaken giving consideration to the following sources of information:

Risk assessment	(1) Risk assessment and prioritisation of all auditable activities (audit universe).
	(2) Strategic and Corporate Risk Register.
	(3) Service Risk Registers.
Consultation	(4) The Chief Auditor has met with each member of the CMT and their senior management teams to ascertain any changes to operational practice and national policy and to determine their priorities and risks.
	(5) Senior Management from the associate bodies and Renfrewshire Leisure have been consulted to ascertain their priorities and risks.
	(6) The Chief Executive has been consulted on what she sees as the council's priority and risk areas for the forthcoming year.
	(7) Feedback from, and the expectations of, the Audit, Risk and Scrutiny Board are identified through the regular meetings with the members of the board.
	(8) The Chief Auditor has met with Audit Scotland to ascertain their approach to the statutory audit where assurance on key internal controls could be provided to avoid any duplication of effort.
Benchmarking	(9) Other Local Authority internal audit plans.
	(10) Discussion with other Chief Auditors through the Scottish Local Authority Chief Auditors Group.
Review of key internal reports	(11) Thriving People – Connected Communities – Renfrewshire's Council Plan
	(12) The results of internal audit work in 2019/20 and in previous years.
Review of key external reports	(13) Audit Scotland: Renfrewshire Council - Report to Members and the Controller of Audit on the 2018/19 Audit.
	(14) Audit Scotland: Best Value reports issued during 2019/20.

- 1.2 On the basis of the above, the audit engagements planned for 2020/21 are set out in Appendix 1, 2 and 4, detailing the planned engagements for the Council, Associate Bodies and the Integration Joint Board in the following categories of audit activity:
- Assurance,
 - Governance,
 - Contingency,
 - Planning and Reporting
- 1.3 It is the responsibility of management to ensure that they have good governance, risk management and internal control arrangements over the functions they are responsible for. It is internal audit's role to provide an independent, objective assurance and consulting activity. The scope of the internal audit plan encompasses, but is not limited to, the examination and evaluation of the adequacy and effectiveness of the organisation's governance, risk management, and internal control processes; as well as the quality of performance in carrying out assigned responsibilities to achieve the organisation's stated goals and objectives. Delivery of the internal audit plan supports the requirement for the Chief Auditor to provide an annual opinion which is used to inform the annual governance statement.

- 1.4 The Chief Auditor shares information and coordinates activities with other internal and external providers of assurance and consulting services, as appropriate, to ensure proper coverage and minimise duplication of effort. Internal audit may place reliance on the work of other providers of assurance and the ability to do so will be considered during each audit engagement.
- 1.5 The plan also includes provision for managing and developing the internal audit activity including audit planning, reporting, periodic quality assessments and for following up on previous recommendations and reactive investigative work. The plan includes contingency time to allow for completion of work carried forward from 2019/20 and provides for consultancy engagements to be undertaken where these can improve the council's operations, add value and improve the management of risks. Contingency time also provides for sufficient flexibility to accommodate changing risks and priorities during the course of the year. More detail on each of these elements is set out in sections 4 to 7 of this plan.
- 1.6 The internal audit service is delivered and developed in accordance with its purpose which, as set out in the Internal Audit Charter, to provide assurance by independently reviewing the council's risk management, control and governance processes.

2. The current business environment and key risk areas

- 2.1 To ensure that the audit activity supports the achievement of the council's objectives, the audit plan, detailed in Appendix 1, has been aligned with the themes contained in the council plan.
- 2.2 There are a number of significant risks, arising from the external and internal environment, which could impact on the council's ability to achieve its objectives. The most significant risks and the risk control measures to manage these risks, have been identified through the council's corporate risk management process. Subject to the overall flexibility of the Audit Plan, priority will be given to audit engagements which provide assurance in relation to the council's strategic and corporate risks. The key strategic and corporate risks taken into account in formulating this audit plan are detailed below:

(1) Financial Sustainability

The council is continuing to face significant financial pressures. Consequently, the financial sustainability risk remains very high and continues to be subject to significant and regular scrutiny. The council has developed a range of projects to deliver transformational change to service delivery and savings. The 2020/21 audit plan includes time for:

- review of key financial systems which have moved over to the Business World environment, specifically creditors and payroll;
- review of the processes for committing to major capital expenditure;
- contingency time to participate in internal project work which supports the better council change programme, as required.

(2) Public Protection

Public protection is a wide-ranging agenda relating to the protection of vulnerable people, communities, businesses and organisations. The 2020/21 audit plan includes:

- a review of the arrangements for memorial safety;
- a review of housing statutory compliance.

(3) Community Empowerment

Legislative changes arising from the Community Empowerment (Scotland) Act 2015, places a wide range of requirements on local authorities. The Act is intended to empower community bodies through the ownership or control of land or buildings and by strengthening the voice of communities in the planning and delivery of public services. The 2020/21 audit plan includes time for reviewing local partnerships and participatory budgeting.

(4) ICT Resilience

As a major component of council service provision, it is important to ensure that there are adequate and robust arrangements in place to recover from major disruptions to ICT availability. The 2020/21 audit plan will review the arrangements in place for disaster recovery.

(5) Regeneration

The Council has plans for regeneration throughout Renfrewshire. The provision of high quality affordable housing is a key component of this and is an integral part of the regeneration strategy. The 2020/21 audit plan includes time for reviewing the contract management and monitoring arrangements relevant to the housing investment strategy.

(6) Brexit

Given the current uncertainty on the impact of Brexit in relation to the council's internal procedures, no specific audit engagements have been identified, although the audit plan remains sufficiently flexible and will be kept under review to incorporate any new or amended statutory duties or significant risk exposures.

3. Allocation of Resources

- 3.1 In addition to the internal audit assurance function the Chief Auditor has managerial responsibility for risk management, insurance and counter fraud which are excluded from the calculation of available operational audit resources.
- 3.2 Operational and non-operational time has been calculated in accordance with CIPFA benchmarking criteria. The calculation of operational staff time has been based on 6 full time equivalent employees plus 120 days to be provided from other service providers and trainees. The internal audit team is appropriately resourced with 4 qualified and 2 non-qualified staff. Non-operational time includes provision for training, performance management and service development.
- 3.3 Resources from any unfilled elements of posts and other available audit resource will be used flexibly to ensure that the audit plan commitments are met, through the engagement of temporary staff and other audit service providers where appropriate. Where engagements are undertaken by the other audit service providers, these can provide an opportunity for benchmarking and training and development. Sufficient resources are available to engage specialist contractors where necessary to address any specific risks faced by the council.
- 3.4 The total available resource is 1273 days; the operational audit time available for 2020/21 has been identified as 1009 days (79%). The remaining 264 (21%) days relates to training, service development, administration and management. Resources are assessed as being sufficient to provide an evidenced based opinion.
- 3.5 The following paragraphs provide an overview of how audit time has been allocated to audit categories. A summary of the operational time by audit category is detailed in table 1 below. The analysis of non-operational audit activity is detailed in the table 2 below. The planned operational/non-operational time for 2019/20 is given for comparative purposes.

Category of audit	2019/20		2020/21	
	Planned Days	% of Operational Time	Planned Days	% of Operational Time
GOVERNANCE	128	13%	113	11%

ASSURANCE	399	40%	433	43%
CONTINGENCY <small>note 1</small>	345	35%	344	34%
AUDIT PLANNING / REPORTING	119	12%	119	12%
TOTAL OPERATIONAL TIME	991	100%	1009	100%

Table 1

Notes

1. This category includes time for the finalisation of the previous year's audits, corporate exercises and groups, investigations, significant project consultancy activities and emerging priorities.

Activity	2019/20		2020/21	
	Planned Days	% of Non - operational Time	Planned Days	% of Non - operational Time
TRAINING	74	28%	62	23%
STRATEGIC MANAGEMENT	30	11%	26	10%
TEAM ADMINISTRATION	94	35%	94	36%
DEVELOPMENT <small>note 1</small>	69	26%	82	31%
TOTAL NON-OPERATIONAL TIME	267	100%	264	100%

Table 2

Notes

1. This category includes time allocated to development activities to support continuous improvement activities.

4. Governance (11% of operational time)

- 4.1 Internal Audit must evaluate the risk exposures relating to the council's and associate bodies governance arrangements. The engagements within this category form the basis for the Chief Auditor's annual audit opinions and support the annual governance statements.
- 4.2 The results of the risk assessment are detailed at Appendix 1 and 2, Part A in respect of the current year, with a total of 113 days being allocated to these engagements for 2020/21.

5. Assurance (43% of operational time)

- 5.1 A risk based assessment has been undertaken of all auditable areas taking into account the risk management framework and the expectation of senior management and the Audit, Risk and Scrutiny Board. The engagements within this category also form the basis for the Chief Auditor's annual opinions and support the annual governance statements. For each engagement internal audit will consider whether there are any available external sources of assurance can be relied upon to deliver the plan. Time is also allocated to following up on the implementation of prior year audit recommendations.
- 5.2 The results of the risk assessment are detailed at Appendix 1 and 2, Part B in respect of the current year, with a total of 399 days being allocated to these engagements for 2020/21.

6. Contingency (34% of operational time)

- 6.1 This category includes time allocations for finalisation of the 2019/20 audit plan, undertaking reactive investigations of theft, fraud or other malpractice and provides for post-report work which includes attending disciplinary or appeal hearings, employment tribunals and court, as required.

- 6.2 The council is also undergoing a significant period of change and although these changes represent significant priorities and risks for the council, the arrangements may not be sufficiently well established to be suitable for evidence based audit reviews. In recognition of this, the 2020/21 audit plan includes provision for the on-going and anticipated involvement in significant project consultancy activities, including service re-design arising from Right for Renfrewshire reviews, optimisation of the Business World product, participation in corporate groups, as well as smaller scale internal control reassessment by services.
- 6.3 The allocation of time for this category is an estimate based on prior experience and available resources. However, this will be monitored during the course of the year to ensure that internal audit continue to be in a position to respond to other priority areas which emerge during the course of the year, and, if necessary, revise the audit plan accordingly. Appendix 1 and 2, Part C details the indicative time of 344 days allocated across the contingency heading.

7. Audit Planning / Reporting (12% of operational time)

- 7.1 This category includes annual planning activity and reporting arrangements to the Corporate Management Team and the Audit, Risk and Scrutiny Board, the Integration Joint Board Audit, Risk and Scrutiny Board and the Boards of the other bodies we provide internal audit services to under a service level agreement. Appendix 1 and 2, Part D details the time of 119 days allocated to planning and reporting activities.

8. Analysis of Plan by Service

- 8.1 Appendix 3 shows the amount of operational audit time allocated to individual services in 2020/21 and compares it to the planned days for 2019/20.
- 8.2 The planned days allocated to all services relates to work which is cross-cutting rather than service specific as well as time which is allocated out to services as the year progresses, such as contingency and investigations.

9. Conclusion

- 9.1 The annual internal audit plan for 2020/21, based on the strategic risk assessment, reflects the current priorities and challenges for the council, and demonstrates that the internal audit service continues to deliver added value while continuing to improve the service in line with best practice.
- 9.2 The allocation of internal audit resources is sufficient to allow for flexibility to deal with emerging priorities and provide adequate coverage of governance, risk management and internal control to inform the annual assurance statement.
- 9.3 The plan may be subject to amendment during the course of the year due to the emergence of issues of greater priority, or other unforeseen circumstances. The Audit, Risk and Scrutiny Board will be requested to approve any necessary changes.

Chief Auditor
March 2020

Council Internal Audit Annual Plan 2020/21

Entity	Engagement Title	Service	Council Plan Theme ¹	Days Allocated	Strategic & Corp Risk
Part A – Governance				108	
Corporate Governance	Corporate Governance Framework	Corporate - All Services	5	23	No
ICT Acquisitions and Monitoring	Management of ICT Systems	Corporate - All Services	5	20	No
Policies and Procedures	Disciplinary Procedures	Corporate - All Services	N/A	20	No
Schools Procedures	Administration of Medicines	Children's Services	2	25	No
Corporate Policy & planning	Local Partnerships – Participatory Budgeting	CE	2	20	Yes
Part B – Assurance				350	
Follow Up	Follow Up	Corporate - All Services	5	40	No
Procurement	Planning and approval of capital expenditure	Corporate - All Services	5	20	Yes
Supporting Attendance - All Services	Supporting Attendance	Corporate - All Services	5	20	No
Payroll	Payroll – Temporary Variations	FAR	5	20	Yes
Non Domestic Rates	Non Domestic Rates	FAR	5	15	No
Health and Safety	Corporate Health and Safety	FAR	5	20	Yes
Document Solution Centre	Document Solution Centre - Processes	FAR	5	20	No
ICT Delivery & Support	Disaster Recovery – Contract Management	FAR	2	20	Yes
Creditors	Creditors	FAR	5	20	Yes
Housing Assurance Statement	Statutory Compliance	CHAPS	2	20	Yes
Contract Audit	Contract Management – Housing Investment Programme	CHAPS	2	20	Yes
External Funding Arrangements	Leader	CE	1	15	No
Payments to Care Homes	Payment to Care Homes	Adult Services/FAR	2	20	No
Procurement – Service Controls	Fuel Purchases	E & I	5	20	No
Transportation & Fleet	Driver & Vehicle Checks	E & I	2	20	Yes

¹ 1: Reshaping our place,our economy and our future, 2: Building strong, safe and resilient Communities, 3:Tackling equality, ensuring opportunities for all, 4:Creating a sustainable Renfrewshire for all to enjoy, 5:Working together to improve outcomes.

Entity	Engagement Title	Service	Council Plan Theme ¹	Days Allocated	Strategic & Corp Risk
Street Scene services	Memorial Safety	E & I	2	20	Yes
Children's SW Establishments	CRSA – Cash Transactions	Children's Services	5	20	No
Part C – Contingency				336	
Contingency	Contingency	Corporate - All Services	N/A	126	N/A
Contingency	Corporate Groups	Corporate - All Services	N/A	50	N/A
Contingency	Investigations	Corporate - All Services	N/A	160	N/A
Part D – Planning & Reporting				100	
Planning & Reporting	Planning & Reporting	Corporate - All Services	N/A	100	N/A

Appendix 2

Other Bodies Internal Audit Annual Plan 2020/21

Entity	Engagement Title	Service	Days Allocated
Part A – Governance			5
Corporate Governance	Corporate Governance Framework	IJB	5
Part B – Assurance			83
Integration Joint Board – Other Systems	Budgetary Control	IJB	20
SE – Other systems	Financial Sustainability	Associate Bodies - SE	20
RVJB – Electoral Registration System	Electoral Registration System	Associate Bodies - RVJB	20
RLL – Other Systems	Payroll	RLL	23
Part C – Contingency			8
Contingency	Contingency	Associate Bodies	8
Part D – Planning & Reporting			19
Planning & Reporting	Planning & Reporting	Associate Bodies	19

Appendix 3

Analysis by Service

Service	2019/20		2020/21	
	Planned Days	% of Operational Time	Planned Days	% of Operational Time
All Services ^{note 1}	613	62%	579	57%
Chief Executive's Service	35	4%	35	4%
Finance & Resources	115	12%	115	11%
Children's Services	40	4%	45	5%
Adult Services	20	2%	20	2%
Environment & Infrastructure	40	4%	60	6%
Community, Housing & Planning	15	2%	40	4%
COUNCIL TOTAL	878	89%	894	89%
Scotland Excel	24	2%	24	2%
Clyde Muirshiel Park Authority	3	0%	3	0%
Clydeplan	3	0%	3	0%
Renfrewshire Valuation Joint Board	22	2%	24	2%
Renfrewshire Health & Social Care Integration Joint Board (Appendix 4)	35	4%	35	4%
Renfrewshire Leisure Limited	26	3%	26	3%
TOTAL	991	100%	1115	100%

Notes

- 1 Planned time includes, Follow up Audit, Contingency, Planning and Reporting and an element of Cross cutting Assurance and Governance Audits and is allocated against services during the course of the year

Appendix 4

Annual Audit Plan 2020/21 – Integration Joint Board

Audit Category	Engagement Title	No. of days	Detailed work
Assurance	Financial Management – Budget Monitoring	20	The purpose of the audit is to review the arrangements in place for monitoring and reporting on the delegated financial resources.
Governance	Local Code of Corporate Governance	5	Annual review of the adequacy and compliance with the Local Code of Corporate Governance to inform the governance statement.
Planning & Reporting	Annual Plan, Annual Report and Audit Committee reporting & Training	7	The Chief Internal Auditor is required to prepare an annual plan and annual report for the Audit Committee, summarising the work undertaken by Internal Audit during the year and using this to form an opinion on the adequacy of the control environment of the IJB.
Contingency	Ad-hoc advice and Consultancy	3	Time for advice and consultancy on relevant priorities and risks or change related projects.



To: Audit, Risk and Scrutiny Board

On: 16th March 2020

Report by: Lead Officer

Heading: The Effectiveness of Fair Trade within Renfrewshire

1. Summary

- 1.1 Over a period of months and as part of the Audit, Risk and Scrutiny Board's annual programme, reports have been presented to the Board by the Lead Officer on the effectiveness of fair trade within Renfrewshire.
- 1.2 In undertaking this review, the Lead Officer liaised with and interviewed various external organisations, steering group members, council officers and elected members. Council officers were presented information and key partners and witnesses attended Board meetings to describe their roles in fair trade and provide further background an relevant information.
- 1.3 This report describes the purpose and scope of the review and concludes with the key findings and proposed recommendations. Upon approval from the Audit, Risk & Scrutiny Board the lead officer will submit a final report to Council for their consideration.
-

2. Recommendations

- 2.1 The Board is asked to:

- Consider the findings and recommendations within this report.
- Approve the report for submission to council on May 7th 2020.

3. Background

3.1 At its meeting on 27th August 2018, members of the Audit, Risk and Scrutiny Board agreed an annual programme of activity for the Board for 2018/19. This included a review which would look at the effectiveness of fair trade within Renfrewshire.

3.2 The key purpose of this review was to:

- (1) understand what motivates people to purchase fair trade products.
- (2) ensure that fair trade in Renfrewshire benefits the producer at source.
- (3) understand the processes in place to monitor the effectiveness of fair trade within Renfrewshire
- (4) understand how fair trade is promoted within schools.
- (5) determine if the current processes in place for the purchase and distribution of fair trade goods is the most efficient, both for the end producer and the customer.
- (6) identify if there are other ways to deliver fair trade to ensure best value, whilst ensuring that the correct people are benefiting. This could include investigating if the current process of purchasing from numerous countries and spreading the wealth is the most beneficial, or, focus on a single country.

3.3 The scope of the review focused on liaising and interviewing:

- Fair trade Organisations within and out-with Renfrewshire, including:
 - Rainbow Turtle,
 - Gavin's Mill
 - Just Trading Scotland,
 - Scottish Fair Trade Forum,
 - Fairtrade International
 - Fair Trade Scotland.

The intention of this was to understand the process of purchasing, distributing and selling fair trade products and to understand what motivates people to purchase fair trade.

- Services currently provided by the Chief Executive's service, this is predominantly how Renfrewshire Council engages with schools and community groups and how Renfrewshire Council monitors if fair trade is effective.

- Liaised with Renfrewshire Council Strategic Procurement Manager to gauge the financial implications of purchasing Fair Trade items if and when available.
- Renfrewshire's Fair Trade Steering Group to understand the work being undertaken in the local community.
- Attending the Scottish Fair Trade Forum to understand Fair Trade in Scotland.
- East Dunbartonshire Council, a Local Authority widely regarded as being one of the leading fair trade Authorities in Scotland to highlight potential areas of improvement within Renfrewshire.
- Engaged with Elected Members on the Fair Trade Steering Group to gain their overall views on fair trade within Renfrewshire.
- Undertaking a staff survey to get a better understanding as to what motivates people to purchase fair trade and to provide examples of fair trade products that people are interested in purchasing.

4 Key Findings

4.1 While findings and recommendations follow, Renfrewshire Council's activity relating to fair trade is an ever-developing area and the council is continually looking at ways to promote and engage with fair trade organisations. Some findings are therefore observations only; not all lead to recommendations.

4.2 The promotion of fair trade within schools should be encouraged and is echoed by 85% of Renfrewshire council employees that were surveyed. However, schools may require additional support where they wish to take on fair trade as it does not form part of the school curriculum.

Discussions have been ongoing with the Scottish Fair Trade Forum with a view to developing a Fair Trade culture within schools. The programme would be extended to not only cover fair trade but would also seek to educate children and young adults on issues surrounding poverty alleviation, human rights, gender equity, environmental protection and sustainable economic growth. This would help current and future generations to appreciate and embrace their responsibility as global citizens. This approach would potentially have a greater uptake than Fair Trade on its own in a time when many environmental platforms are vying for the public's attention.

4.3 It has been noted that fair trade could benefit from the council purchasing fair trade goods unless there is justification not to, as agreed by 84% of staff.

Discussions have taken place with the council's Strategic Procurement Manager to investigate the practicalities of introducing such a policy whilst ensuring that products are still reasonably priced. As an example, at present we purchase bananas through a contract at £1.08/kg. If we were to switch to fairtrade bananas through the same contract, that price would increase to £1.90/kg, an increase of 76%. When pro rata'd over a 12 month period the additional cost to introduce fairtrade bananas would be approximately £55,000. Whilst consumers may look for a choice between fair trade and non fair trade, it would be costly for Renfrewshire Council to implement a fair trade only option on certain food-types.

- 4.4 It is noted that the Fairtrade Mark and WFTO accreditation both have their roles to play in the promotion of Fair Trade. It should be down to individual organisations to decide what level of fair trade they wish their products to be and to ensure that consumers are aware of each when making a fair trade purchase.

5 Recommendations

- 5.1
- (1) Elected Members and Council Officers on the Renfrewshire Fair Trade Steering Group should support and encourage other members to set the agendas and initiate common objectives to benefit fair trade throughout Renfrewshire, with officers continuing to minute the meetings.
 - (2) It is recommended that the members of the steering group become more proactive in ensuring their own towns have Fairtrade status.
 - (3) It is recommended that the group introduce a structured communications plan for the year ahead as introduced by East Dunbartonshire Council. This would provide an ongoing focus and enable groups to plan in advance and liaise with other fair trade providers. It would also provide momentum for the group and could be used to harness the energy of each of the towns of Renfrewshire to work collectively towards a common goal.
 - (4) The Fair Trade Steering Group should look to establish a fair trade award in conjunction with the wider public and businesses. This could encompass a Renfrewshire Council fair trade sticker that can be displayed by local businesses with criteria set by the group.
 - (5) It is a recommendation of this report that the option to deliver a programme to educate staff and pupils is progressed with engagement with senior representatives within education. This programme, co-ordinated by The Scottish Fair Trade Forum would cover issues such as fair trade, poverty alleviation, human rights, gender equity, environmental protection and sustainable economic

growth as detailed in section 4.2 of this report. In doing so, the profile and awareness of the fair trade awards within schools would be increased.

- (6) It is recommended that the Fair Trade Steering Group introduce an awareness campaign to the wider community to highlight what fair trade produce is sold locally, as 69% of staff surveyed were aware of the location of the fair trade shop, but were unaware as to the products sold. It would also be beneficial to highlight the benefits of purchasing fair trade and help to entice customers through the door. This could also be incorporated into the communications plan, as per recommendation (3).
- (7) Rainbow Turtle, Renfrewshire's flagship fair trade shop does not advertise other than facebook and twitter which is a captive audience for those individuals that already have an interest in fair trade. Smaller organisation like this would benefit from and support that could be offered through the community benefits section of the councils procurement contracts. It is recommended that the Steering Group meet to discuss any benefits with the councils Strategic Procurement Manager.

Implications of the Report

1. **Financial** - *none*
2. **HR & Organisational Development** - *none*
3. **Community Planning**
4. **Legal** - *none*
5. **Property/Assets** – *none*
6. **Information Technology** - *none*
7. **Equality & Human Rights**

a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety** - *none*
 9. **Procurement** - *none*
 10. **Risk** - *none*
 11. **Privacy Impact** - *none*
 12. **Cosla Policy Position** – not applicable.
 13. **Climate Risk** - *none*
-

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To: Council

On: 7th May 2020

Report by: Lead Officer, on behalf of the Audit, Risk & Scrutiny Board

Heading: The Effectiveness of Fair Trade within Renfrewshire

1. Summary

- 1.1 Over a period of months and as part of the Audit, Risk and Scrutiny Board's annual programme, reports have been presented to the Board by the Lead Officer on the effectiveness of fair trade within Renfrewshire.
- 1.2 In undertaking this review, the Lead Officer liaised with and interviewed various external organisations, steering group members, council officers and elected members. Council officers were presented information and key partners and witnesses attended Board meetings to describe their roles in fair trade and provide further background and relevant information.
- 1.3 This report describes the purpose and scope of the review, it includes summaries of the information reported to each Board meeting and concludes with the key findings and proposed recommendations approved by the Audit, Risk & Scrutiny Board.
-

2. Recommendations

- 2.1 The Council is asked to:
- note the findings and recommendations of this report.

3. Background

3.1 At its meeting on 27th August 2018, members of the Audit, Risk and Scrutiny Board agreed an annual programme of activity for the Board for 2018/19. This included a review which would look at the effectiveness of fair trade within Renfrewshire.

3.2 The key purpose of this review was to:

- (1) understand what motivates people to purchase fair trade products.
- (2) ensure that fair trade in Renfrewshire benefits the producer at source.
- (3) understand the processes in place to monitor the effectiveness of fair trade within Renfrewshire
- (4) understand how fair trade is promoted within schools.
- (5) determine if the current processes in place for the purchase and distribution of fair trade goods is the most efficient, both for the end producer and the customer.
- (6) identify if there are other ways to deliver fair trade to ensure best value, whilst ensuring that the correct people are benefiting. This could include investigating if the current process of purchasing from numerous countries and spreading the wealth is the most beneficial, or, focus on a single country.

3.3 The scope of the review focused on liaising and interviewing:

- Fair trade Organisations within and out-with Renfrewshire, including:
 - Rainbow Turtle,
 - Gavin's Mill
 - Just Trading Scotland,
 - Scottish Fair Trade Forum,
 - Fairtrade International
 - Fair Trade Scotland.

The intention of this was to understand the process of purchasing, distributing and selling fair trade products and to understand what motivates people to purchase fair trade.

- Services currently provided by the Chief Executive's service, this is predominantly how Renfrewshire Council engages with schools and community groups and how Renfrewshire Council monitors if fair trade is effective.
- Liaised with Renfrewshire Council Strategic Procurement Manager to gauge the financial implications of purchasing Fair Trade items if and when available.

- Renfrewshire's Fair Trade Steering Group to understand the work being undertaken in the local community.
- Attending the Scottish Fair Trade Forum to understand Fair Trade in Scotland.
- East Dunbartonshire Council, a Local Authority widely regarded as being one of the leading fair trade Authorities in Scotland to highlight potential areas of improvement within Renfrewshire.
- Engaged with Elected Members on the Fair Trade Steering Group to gain their overall views on fair trade within Renfrewshire.
- Undertaking a staff survey to get a better understanding as to what motivates people to purchase fair trade and to provide examples of fair trade products that people are interested in purchasing.

3.4 Progress reports were presented regularly to the Board and paragraphs 3.5 – 3.8 provide a resume of the main points presented on each occasion.

3.5 28th May 2019 – Scoping Paper & Fair Trade Summary

3.5.1 What is Fair Trade?

Fair trade aims to provide fair terms of trade for farmers and workers in the developing world, whilst:

- obtaining fairer prices,
- improving working conditions,
- providing local sustainability,

This is undertaken in a variety of ways by requiring companies to pay sustainable prices. That is, prices that never fall below the market price for the produce.

Fair trade aims to stop discrimination against the poorest, weakest producer by addressing conventional trade. This enables farmers, producers and those associated with fair trade in the developing world to improve their conditions and have more control over their lives.

3.5.2 Fair Trade in Renfrewshire

Renfrewshire Council recognises the importance that fair trade has; both within Renfrewshire and the effect it has Globally to the producer.

In 2007, a motion was raised at council Board supporting Renfrewshire's application to become a fairtrade zone, with status

being granted shortly thereafter. Within a fairtrade zone, individual towns can also apply to become a fairtrade town. At present, Renfrewshire's fairtrade zone status has lapsed and the council are in the process of renewing it. Within Renfrewshire, only Kilbarchan currently has fairtrade town status, with the other towns requiring renewal, this is undertaken by community groups.

On 28th February 2019, Renfrewshire Council became one of the first Local Authorities in the UK to formally adopt the International Fair Trade Charter. Adoption of the Charter is not legally binding, however it signals Renfrewshire Council's intention to commit to the fair trade principles set out in the Charter.

The International Fair Trade Charter is a comprehensive document that lays out the purpose and aims of fair trade, as agreed by the World Fair Trade Organisation and Fairtrade International, two of the biggest global fair trade organisations.

Renfrewshire has a strong fair trade brand with a prominent retail outlet (Rainbow Turtle) situated in Paisley that is dedicated to the selling of fair trade produce. Paisley is also home to a commercial fair trade importer, distributor and educator based in Paisley (Just Trading Scotland).

3.6 26th August 2019 - Fair Trade out-with Renfrewshire

- 3.6.1 To facilitate a balanced review it was important to understand what other local authorities do in addressing fair trade. To further provide context to this element of the review, a knowledge sharing exercise was held with East Dunbartonshire to help share working practices and to highlight potential areas of improvement within Renfrewshire.

East Dunbartonshire Council support the principles of fair trade and as a consumer, the promotion and purchase of fair trade goods as part of their commitment to sustainable development.

East Dunbartonshire Council have successfully implemented:

- To offer fair trade goods where possible when catering for Council meetings and functions.
- To implement fair trade through procurement processes and those of suppliers wherever possible.
- To appoint a named Council representative to support the work of the East Dunbartonshire Fairtrade Steering Group.
- To promote Fair Trade issues and practices among local business, commercial and other organisations.

- To support the Group's communication plan (Appendix 1).
- To share best practice with regard to Fair Trade and sustainable development with other public bodies, stakeholders and partners.
- To work with the Steering Group to ensure that East Dunbartonshire continues to meet and exceed the requirements necessary to maintain its status as a Fairtrade Zone.

3.6.2 In relation to local fair trade wholesaler, Just Trading Scotland (JTS) are a fair trade importer based in Paisley and a registered Scottish charity, the business manager at Just Trading Scotland attended the August Board and gave an insight into the process from growing crops, to selling it throughout Renfrewshire and the UK. Discussion also took place in relation to the 90kg rice challenge that is undertaken in both schools and the wider community. It also allowed the Board to understand fully the process of fair trade and the associated benefits and challenges faced.

To date JTS have informed over 20,000 school children and 10,000 adults about fair trade and sustainable farming. The Lead Officer interviewed their business manager in relation to the purpose of this review.

The key areas covered were those highlighted in the initial scoping paper as being the key purpose of the review with the main points noted:

- Motivation - Shops selling various products publicise that people are motivated to help the producers, but also that their customers feel that they are doing the right thing.
- Benefits the producer - JTS deal direct with organisations in South Africa and have confidence that the producer at source is benefiting from products purchased in Renfrewshire. JTS are also in the audit stage of obtaining World Fair Trade Organisation (WFTO) membership. WFTO membership ensures that registered organisations are improving their ethical performance.
- Monitoring the effectiveness of fair trade - this is very difficult to undertake as there are no existing benchmarks that can be used year on year and there are various version of what is fair trade.
- Promotion within schools - at present, very little proactive promotion is undertaken by Renfrewshire Council within its schools. It is largely left to individual schools to engage with fair trade organisations. A

structured approach to fair trade led by a nominated officer would provide the emphasis and focus to promote fair trade within Renfrewshire schools.

3.7 23rd September 2019 – the Fair Trade Steering Group & Fair Trade within Schools

3.7.1 In keeping with the scope agreed by the Board, the review moved on to consider the relevant activities carried out by and facilitated by Renfrewshire Council. The main activities include chairing and facilitating the Fair Trade Steering Group and co-ordinating Fair Trade in schools.

3.7.2 The Steering group is there to allow any persons or organisations to come together to discuss fair trade within Renfrewshire

Renfrewshire's Fair Trade Steering Group is chaired by the Leader of Renfrewshire Council. Renfrewshire Council officers are there in the role of facilitators to support the group, to help it expand and to provide support to the work they are doing.

The objectives of the steering group are:

- To promote fair trade within Renfrewshire.
- To encourage the use of fairly traded goods.
- To secure the renewal of Fairtrade Zone status for Renfrewshire.
- To provide support for community groups to develop local fair trade campaigns.
- To support Scotland's aim to become a fair trade nation.
- To provide support for schools to encourage wider understanding about fair trade and to help promote the benefits of becoming a fairtrade school.
- To provide publicity to raise awareness of trade issues with the developing world.
- To take any action incidental to supporting these objectives.

3.7.3 Fair trade or the ethical purchasing of goods does not form part of the school curriculum.

At present it is down to individual schools as to whether they want to get involved in the promotion of fair trade and to introduce it into lessons, with some schools choosing to be more pro-active than others.

At present, the John McDowell award which is given to primary schools and a separate secondary schools award is given each year to schools. There is a basic application form that the Fair Trade Steering Group sends to schools with set criteria.

3.8 4th November 2020 - Staff Survey, Discussions with Councillor Nicolson & External Organisations

3.8.1 To facilitate a balanced review it was important to understand what motivated staff to purchase fair trade and to gather views on fair trade overall, as such a staff survey was undertaken by 268 Renfrewshire staff members with the key points highlighted below with the full survey results available in Appendix 2. Discussions also took place with the chair of the fair trade Steering Group and a number of external organisations.

3.8.2 The key points from the staff survey highlighted:

- 69% of staff purchased a variety of fair trade products with the vast majority aware of where to go to purchase products.
- 64% of respondents believe all towns in Renfrewshire should be Fairtrade towns
- 85% of respondents believe that the children of Renfrewshire should be taught about fair trade at school.
- 84% of respondents believe that Renfrewshire Council should purchase Fairtrade products where possible.
- 33% of staff believe Renfrewshire Council does enough to promote fair trade.

3.8.3 The Leader of the Renfrewshire Council, Councillor Nicolson is the chair of the Renfrewshire Fair Trade Steering Group. Discussions took place with Councillor Nicolson and the key points are highlighted:

- Fair trade should be promoted along with ethical procurement of goods.
- Engagement with local communities and voluntary groups should be explored as the steering group exists to support fair trade throughout Renfrewshire.
- New members would help promote fair trade to the wider community.
- Renfrewshire Council should be doing more to promote fair trade. This thought mirrors part of the staff survey with only 33% of staff thinking that the council does enough to promote fair trade.
- Councillor Nicolson discussed that one element could be a more aggressive procurement policy, with the council purchasing fair

trade goods unless there is justification not to, whilst ensuring that products are still reasonably priced.

- Councillor Nicolson believes that the promotion of fair trade within schools should be encouraged and is echoed by 85% of all council employees that were surveyed. However, schools may require additional support where they wish to take on fair trade as it does not form part of the school curriculum.

3.8.4 In order to facilitate a balanced review it was important to understand what other organisations do in promoting fair trade. As such, the Directors of Fair Trade Scotland Ltd were invited to a discussion to better understand the process involved in produce becoming certified.

There are a number of certifications for goods that are fair trade, there is the world renown logo of the Fairtrade Mark and there is also the Fair Trade Charter, to mention but a few.

The Fairtrade Mark guarantees giving a set price to the producer. Unfortunately, not all products carrying the Fairtrade logo are 100% fairtrade. The impact of goods must be audited to ensure the producer is benefiting. At present, this is not undertaken in order to get the Fairtrade Mark and the process of accreditation is not fully audited. Large International Organisations have diluted the mark in recent years as they purchase produce from co-operatives. Many of these co-operatives are not monitored and it may be a family with a number of farms that excludes the rest of the surrounding community.

At present, the World Fair Trade Organisation (WFTO) is the only organisation that ensures the producer is key in the chain. It is relatively straight forward for a company to get the Fairtrade Mark. However, many would find it difficult to obtain the WFTO accreditation due to the thoroughness of the accreditation process.

The WFTO have set out 10 principles that must be adhered to in order to obtain their accreditation. This rigorous accreditation takes many years to obtain. Producers must stick to all 10 principles to get the WFTO mark. The 10 principles are:



4 Key Findings

4.1 While findings and recommendations follow, Renfrewshire Council's activity relating to fair trade is an ever-developing area and the council is continually looking at ways to promote and engage with fair trade organisations. Some findings are therefore observations only; not all lead to recommendations.

4.2 The promotion of fair trade within schools should be encouraged and is echoed by 85% of Renfrewshire council employees that were surveyed. However, schools may require additional support where they wish to take on fair trade as it does not form part of the school curriculum

Discussions have been ongoing with the Scottish Fair Trade Forum with a view to developing a Fair Trade culture within schools. The programme would be extended to not only cover fair trade but would also seek to educate children and young adults on issues surrounding poverty alleviation, human rights, gender equity, environmental protection and sustainable economic growth. This would help current and future generations to appreciate and embrace their responsibility as global citizens. This approach would potentially have a greater uptake than Fair Trade on its own in a time when many environmental platforms are vying for the public's attention.

4.3 It has been noted that fair trade could benefit from the council purchasing fair trade goods unless there is justification not to, as agreed by 84% of staff.

Discussions have taken place with the council's Strategic Procurement Manager to investigate the practicalities of introducing such a policy whilst ensuring that products are still reasonably priced. As an example, at present we purchase bananas through a contract at £1.08/kg. If we were to switch to fairtrade bananas through the same contract, that price would increase to £1.90/kg, an increase of 76%. When pro rata'd over a 12 month period the additional cost to introduce fairtrade bananas would be approximately £55,000. Whilst consumers may look for a choice between fair trade and non fair trade, it would be costly for Renfrewshire Council to implement a fair trade only option on certain food-types.

- 4.4 It is noted that the Fairtrade Mark and WFTO accreditation both have their roles to play in the promotion of Fair Trade. It should be down to individual organisations to decide what level of fair trade they wish their products to be and to ensure that consumers are aware of each when making a fair trade purchase.

5 Recommendations

- 5.1
- (1) Elected Members and Council Officers on the Renfrewshire Fair Trade Steering Group should support and encourage other members to set the agendas and initiate common objectives to benefit fair trade throughout Renfrewshire, with officers continuing to minute the meetings.
 - (2) It is recommended that the members of the steering group become more proactive in ensuring their own towns have Fairtrade status.
 - (3) It is recommended that the group introduce a structured communications plan for the year ahead as introduced by East Dunbartonshire Council. This would provide an ongoing focus and enable groups to plan in advance and liaise with other fair trade providers. It would also provide momentum for the group and could be used to harness the energy of each of the towns of Renfrewshire to work collectively towards a common goal.
 - (4) The Fair Trade Steering Group should look to establish a fair trade award in conjunction with the wider public and businesses. This could encompass a Renfrewshire Council fair trade sticker that can be displayed by local businesses with criteria set by the group.
 - (5) It is a recommendation of this report that the option to deliver a programme to educate staff and pupils is progressed with engagement with senior representatives within education. This programme, co-ordinated by The Scottish Fair Trade Forum would cover issues such as fair trade, poverty alleviation, human rights,

gender equity, environmental protection and sustainable economic growth as detailed in section 4.2 of this report. In doing so, the profile and awareness of the fair trade awards within schools would be increased.

- (6) It is recommended that the Fair Trade Steering Group introduce an awareness campaign to the wider community to highlight what fair trade produce is sold locally, as 69% of staff surveyed were aware of the location of the fair trade shop but were unaware as to the products sold. It would also be beneficial to highlight the benefits of purchasing fair trade and help to entice customers through the door. This could also be incorporated into the communications plan, as per recommendation (3).
- (7) Rainbow Turtle, Renfrewshire's flagship fair trade shop does not advertise other than facebook and twitter which is a captive audience for those individuals that already have an interest in fair trade. Smaller organisation like this would benefit from and support that could be offered through the community benefits section of the councils procurement contracts. It is recommended that the Steering Group meet to discuss any benefits with the councils Strategic Procurement Manager.

Implications of the Report

1. **Financial** - *none*
2. **HR & Organisational Development** - *none*
3. **Community Planning**
4. **Legal** - *none*
5. **Property/Assets** – *none*
6. **Information Technology** - *none*
7. **Equality & Human Rights**

a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety** - *none*
 9. **Procurement** - *none*
 10. **Risk** - *none*
 11. **Privacy Impact** - *none*
 12. **Cosla Policy Position** – not applicable.
 13. **Climate Risk** - *none*
-

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Appendix 1

EAST DUNBARTONSHIRE FAIR TRADE STEERING GROUP – COMMUNICATIONS PLAN – 2017-19

1. KEY MESSAGES

Fair Trade is about decent working conditions and fair terms of trade for farmers and workers. It encourages sustainable production techniques and protection for the environment. It contributes to the sustainability of supply chains. The Fairtrade Mark gives consumers guarantees about the product so they can make an informed decision about their purchase.

1. The East Dunbartonshire Fair Trade Steering Group supports all fair trade, not just farmers in the Fairtrade system, so it supports a raising of social, economic and environmental standards in all supply chains both locally and globally.
2. East Dunbartonshire was one of the first areas to gain Fairtrade Zone status in 2007 and has held Fairtrade Zone status continually since then - the only area in Scotland to achieve continual zone status for so long.
3. It has pioneered new initiatives, such as the Fairtrade Cotton Schoolwear Campaign, the Nurseries Campaign and Themed Menus in Schools. These have been rolled out nationally.
4. It is well supported by the Council, something the Fairtrade Foundation praised “we were particularly impressed by the excellent and continuing relationship with the Council and their active involvement locally and nationally encouraging fair trade food procurement in schools”.
5. Fair Trade is supported throughout all geographical areas of East Dunbartonshire, being particularly strong in schools and churches. The Coach House at Balmore was established in 1980 and was one of the first supporters of Fair Trade in Scotland.

2. KEY PEOPLE INVOLVED

Alongside the members of the East Dunbartonshire Fair Trade Steering Group

- Lenzie Fairtrade Group
- Bearsden and Milngavie Fairtrade Group
- Milton of Campsie Parish Church Justice and Peace Group (Founding Group)
- The Balmore Trust

The Group also operates a Nursery Group and a Schools Group to support Fair Trade in Teaching and Learning. Nursery Group led by Tracy Mitchell, Schools Group led by Angela Oakley

The Group works closely with the Scottish Fair Trade Forum. One member is also on the Board of the Forum and another is the Forum’s Volunteers Schools Advisor. The Forum offers advice and support.

3. METHODS OF COMMUNICATION

- Local newspapers (Kirkintilloch Herald, Bishopbriggs Herald, Milngavie and Bearsden Herald)
- Local radio
- Meetings and events
- Email bulletins
- Magazines, newsletters and flyers (e.g. EDC Edit but also of other partners e.g. EDVA quarterly newsletter)
- Websites (EDC plus those of partners)
- Social media (facebook and twitter)

4. ACTION PLAN

Date	Milestone / Event / Task	Target Group	Communication Method	Purpose / Key Messages
January 2017	Update Council website with new Fair Trade Motion		Council Website	Awareness of Council commitment to Fair Trade
Ongoing	Continue to update and share posts from other organisations on Facebook		Social Media	Raise awareness of fair trade amongst a wider audience
Ongoing	New school mergers (Auchinairn/Woodhill & St. Agatha's/St. Flannan's) and ongoing consideration of fair trade school uniforms		Emails, meetings, newsletters.	Raise awareness and encourage take up of fair trade school uniforms.
Ongoing	Steering Group to secure another flagship employer		Press Release/Social Media	Raise Awareness and uptake of Fair Trade with business sector
2 February	Fairtrade nursery group meets in Hillhead Primary			
End February 2017	Article about Fair Trade in East Dunbartonshire Council 'You and Your Community' newsletter. Update community grant guidance to refer to sustainable development.	Community groups and General Public	EDC Website and email to community groups.	Raise Awareness and uptake of Fair Trade with community groups. Seek new members of steering group and offer to talk

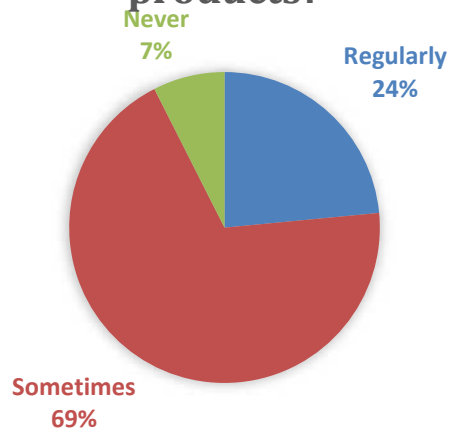
				to community groups about Fair Trade.
27 February – 12 March 2017	<i>Fair Trade Fortnight</i> <i>Activity will be Put Fairtrade in your Break. Don't feed Exploitation</i> <i>Event packs and special resources are available from the Fairtrade Foundation.</i> http://schools.fairtrade.org.uk/		<i>Press Release/Social Media</i>	
Early March 2017	Celebrate Fair trade zone renewal for East Dunbartonshire		Press Release/Social Media	Ten years of fair trade status
1 March	Gavin's Mill opening		Council Facebook and Social Media	
2 March	Photo opportunity in Lairdsland School dining area with P6 pupils in the afternoon at 1:15. Fair Trade stalls in Southbank receptions on March 2nd 12-1 Marina, 1.30-2.30 Southbank House and 2.30-3.30 Campus Building. Brommhill Stall (8 March over lunch in canteen) following week.		Press Release/Social Media Internal email bulletin for stalls in Southbank.	Put Fairtrade in your Break. Don't feed Exploitation. During Fairtrade Fortnight this year we are being encouraged to choose Fairtrade items for our Breaks. As well as tea and coffee, this may include cakes, biscuits and sweets made with Fairtrade ingredients and we should also think about fairly traded fruit from countries where farmers may struggle to provide life's necessities for their families.
Saturday 11 March	'Time to put Fairtrade in your Break' event by Lenzie Group. Lenzie Fairtrade Group is organising a coffee morning devoted to the theme of putting Fairtrade into our Break which will take place on		Press Release/Social Media	Put Fairtrade in your Break. Don't feed Exploitation

	Saturday 11 March from 10 - 12 in Lenzie Union Parish Church Hall. As well as a range of Fairtrade coffee blends to taste, there will be plenty of home baked "Fairtrade Break" items to try as well as the ever popular "smoothie bike". There will also be lots of activities for children to help them understand the Fairtrade message in a fun and enjoyable way. Admission charge will be £2 per adult and £1 per school age child.			
13 May 2017	World Fair Trade Day		Press Release/Social Media	A worldwide festival of events celebrating Fair Trade as a tangible contribution to the fight against poverty and exploitation, climate change and the economic crises.
TBC in 2017	Closure of the Coach House and ensuring its work continues.		TBC	Celebrate achievements and plans for future.
TBC in 2017	Council to affiliate with Electronics Watch		Press Release / Social Media	First Council in Scotland to affiliate? Highlight progress re fair trade in Council procurement (e.g. laptop rollout)
24-30 April 2017	Fashion Revolution Week			Ethical clothes production
Summer 2017	Fair Trade presence at Kirkintilloch Canal Festival		Press Release/Social Media	5 Key Messages
Summer 2017	Fair Trade presence at town Gala Days		Press Release/Social Media	5 Key Messages
TBC in 2017	Directory of Fair Trade ED retailers	Steering Group members to add retailers to ED asset map: http://www.east	TBC in 2017 (funding for leaflet)	Directory of Fair Trade ED retailers Encourage people to buy Fair

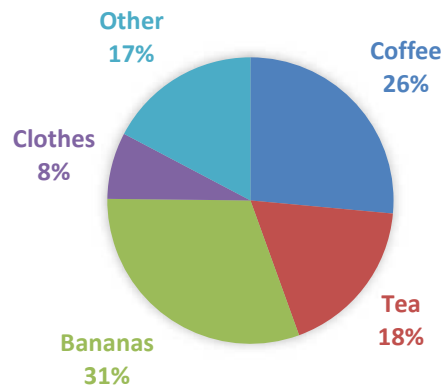
		dunassets.org.uk /		Trade products from local shops. Raise awareness in businesses of the ethos of Fair Trade including the Fair Trade premium and the effect on local communities in developing countries.
September 2017	Autumn Event		Press Release/Social Media	5 Key Messages
February 2018	Fairtrade Fortnight		Press Release/Social Media	5 Key Messages
May 2018	World Fair Trade Day		Press Release/Social Media	A worldwide festival of events celebrating Fair Trade as a tangible contribution to the fight against poverty and exploitation, climate change and the economic crises.
Summer 2018	Fair Trade presence at Kirkintilloch Canal Festival		Press Release/Social Media	5 Key Messages
Summer 2018	Fair Trade presence at town Gala Days		Press Release/Social Media	5 Key Messages
September 2018	Autumn event		Press Release/Social Media	5 Key Messages
December 2018	Fair Trade Zone renewal			Celebrate Achievements

Appendix 2 - Fair Trade Survey Results

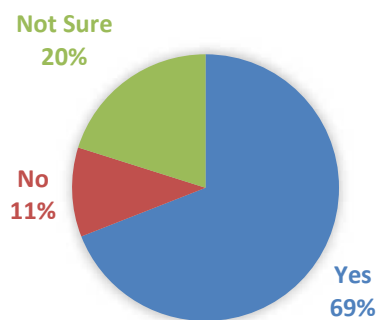
Do you ever purchase Fairtrade products?



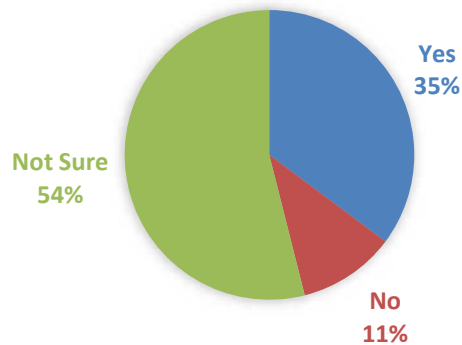
Fairtrade Products Purchased



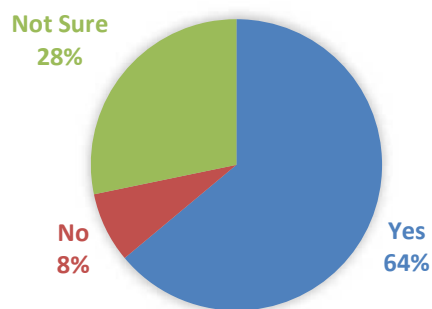
Do you know where to go to purchase Fairtrade products in Renfrewshire?



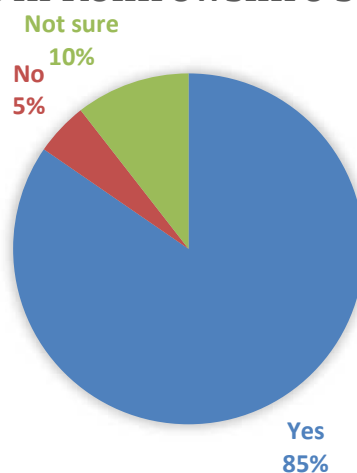
Do you think there is a good selection of Fairtrade products in Renfrewshire?



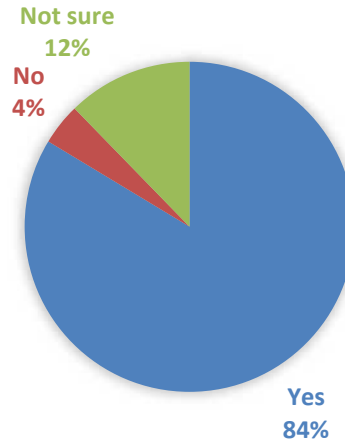
Do you think towns in Renfrewshire should all be Fairtrade towns?



Do you think Fairtrade should be taught in Renfrewshire schools?



**Do you think Renfrewshire Council
should purchase Fairtrade products
where possible?**



**Do you think Renfrewshire Council
does enough to promote Fairtrade?**

