Local Procurement

So you would like to use local produce, producers, farmers and/or supplier and you're not sure where to start or you have been confused by conflicting information/Myths around local procurement.

The following is a step by step guide to getting and giving the most to your community and local Suppliers and growers

Step One – Trust Policy / Procedure's

- Check your Trusts SFI's (standard financial instructions) and make sure that you are able to employ the services of your local food producers, farmers or suppliers, after all you don't won't to have a stack of invoices that your finance department wont process as they are not approved suppliers.
- Get the backing of your Trust Board or Executive Team, the use of local procurement will improve employment to the Trusts catchment area and this intern will improve the wealth and standard of living of the area, improving the health of the people and pay back the investment by the Trust in the long term. Supporting economic development of the local community through inward investment and local procurement.
- At a very early stage include your procurement department in your plans; they will be able to assist you with setting up SLA's (service level agreements) with all the details on specification, ordering procedure, deliveries, terms of business, and payment terms etc.
- Have you included the use of local produce / suppliers into the Trust Sustainability policy? If not yet then make contact with the policy holder in your trust and start this discussion. This will contribute to the reduction of your Trust carbon footprint and reducing food miles.
- Decide what is local; is this the county, group of counties or region that you're within? i.e. – one trust set theirs in the first instant and if possible from the county of Dorset and then within the South West, (from Cornwall to Bristol to Hampshire triangle).

DO NOT GET PUT OFF BY ANY RED TAPE OR MYTHS

Step Two – Finding your new products and providers

- An easy first fix is to contact your current suppliers and National Framework contracts and asking what items they stock that are local to you.
- Farmers Markets and Farm Shops, are a great source of local producers, don't think that just because they are at a farmers market they are small producers, often this is just a side line for the farmers and producers, the rest of their time is spent dealing with high end contracts for major supermarkets and restaurant / catering chains. Now if they are able to provide a service to the larger contract they will also be able to provide you with a great service.

Visit the Farmers markets and talk to the stall holders it may surprise you what they do and can do for you. This will help support diversification in local farming industry in line with the 'curry report'

- As much as most of us hate food shopping (we would rather be on the Golf course, football match, spending time with the family) it's a chore that has to be done, while walking up and down the endless racks and shelves start looking at where the products come from, are they local to you? You can get the information from the packaging and make a lead when you're back at your desk.
- Food Festivals, Local Press

Step Three – Catering Structure

- Who is responsible for catering procurement? The value of a member of the catering team to have the sole responsibility for procurement will pay for itself in a matter of months,
- Nominated Catering lead – should have responsibility to meet with suppliers look into new products and suppliers along with the standard duties or producing orders, receipting good, the management of the products while in storage and the allocation to the production team

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Step Four – Meeting suppliers

- Working with neighbouring Trusts to find out who they use and share your ideas.
- Set up regular days and showcase the goods
- Work with the supplier to gain the accredited accreditation they will require to supply you – STS can advise on the local accreditation they can offer which is not time or cost restrictive

Step Five – Using the products

- Working with their team and patients develop menus to meet the seasons and products, use the patients to create menus and ideas
- Now see the value of all your hard work.

GOOD LUCK and HAVE FUN