

WIRRAL'S TASTE FOR HEALTH: WIRRAL HEALTHY FOOD POLICY FRAMEWORK

First Issued by/date	Issue Version	Purpose of Issue/Description of Change	Planned Review Date
	1	Principles and guidance on provision of Healthy Food to staff, public and service users	
Named Author:- Public Health		Committee Approved by Health & Clinical Effectiveness, Integrated Governance	Date
Policy File:- General		Impact Assessment Screening Complete-Date July 2006 Full Impact Assessment Required- No	Policy Number

Key Performance Indicators:

- 1) All staff in Wirral Borough Council have access to the Food Policy and the respective Guidance Documents, for their continued implementation.
- 2) Healthy options (*foods and drinks with recommended levels of fat, saturated fat, sugar and salt as defined by the FSA Traffic Light system*) are available whenever food is provided.
- 3) Training / Awareness Raising around Healthy Eating is available for staff who are involved in cooking, providing or ordering food on behalf of the organisation.
- 4) Top Tips for Ordering External Catering (Appendix 3) is disseminated to all staff who regularly order food.

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Wirral Borough Council

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1.0 Introduction

1.1 A healthy diet is a vital part of a healthy lifestyle. Healthy food has been proved to contribute to better health by helping to reduce coronary heart disease, cancers, obesity, diabetes, tooth decay and malnourishment. (Definition of 'healthy food' appendix 1.) For example, obesity is responsible for an estimated 9,000 premature deaths per year in England – 6% of all deaths compared to 10% for smoking.

1.2 Improving health through healthier eating will reduce the need for more intensive health and social care services. It will contribute to the economic wellbeing of people of Wirral through reduced staff absence, improved productivity, and greater employability. (Benefits of healthy food, Appendix 2.)

1.3 The importance of healthy food is increasingly recognised in national policy. (National policies and standards for healthy food, Appendix 3.) Recent examples include NICE guidance on childhood obesity, health promoting schools, and guidance on food in hospitals.

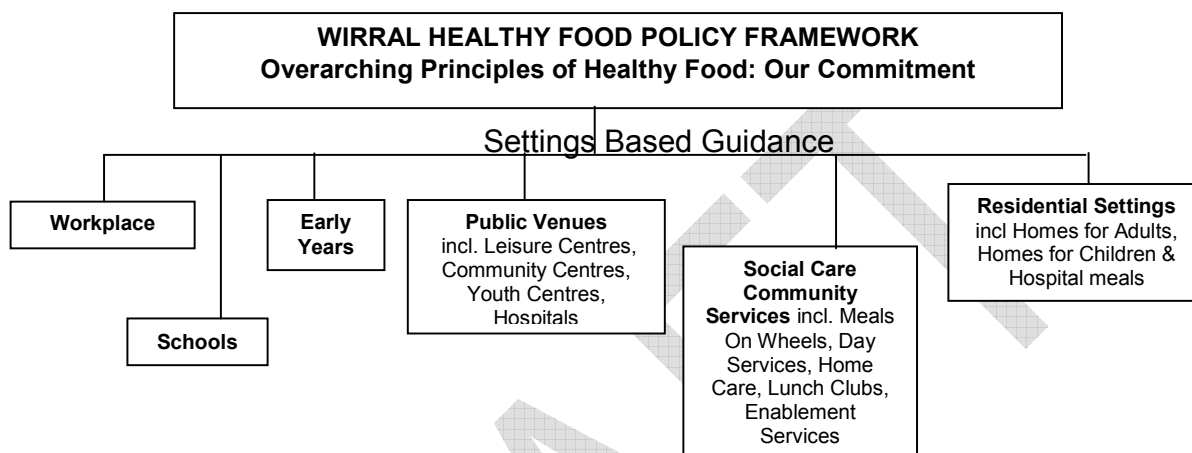
1.4 Locally, Wirral Borough Council, Wirral Primary Care Trust (NHS Wirral), Wirral University Teaching Hospital NHS Foundation Trust, Cheshire & Wirral Partnership NHS Foundation Trust, Wirral Voluntary and Community Sector Network and the independent sector have a key role in promoting healthy food and providing opportunities for the people of Wirral to access healthy food.

1.5 Wirral's Taste for Health is one of the key themes within Wirral's Health and Wellbeing Strategic Framework which aims to improve health and reduce health inequalities on Wirral through addressing food, smoking, alcohol misuse, employment and safety.

2.0 Policy Statement

2.1 Growing national debates about healthy food shows that this is a complex issue which requires different approaches in relation to different settings and groups of people, and about which there can be different views. This means that in a policy framework, one size will not fit all. For example, schools are subject to detailed mandatory requirements, most other areas are not, and reducing obesity will generally involve different approaches from tackling malnourishment. With adults there are clear issues about the right for personal choice, particularly in settings where they live. In light of this, the Policy Framework takes the following approach:

- i) The Framework identifies overarching principles which apply across all organisations, groups and settings, and which represent the commitment to healthy food from all participating organisations.
- ii) The Framework includes a range of specific policies, procedures (must do's), guidelines (should do's), standards and tools which are either already in place, or will be produced, to support healthy food in settings, organisations or groups.



2.2 By adopting this Framework, the profile of healthy food will be raised, leading to increased awareness and improved outcomes in healthy food.

2.3 The Framework also sets the policy context for Wirral's Healthy Food Strategy, and Wirral's Obesity Strategy. Specific actions arising from this policy will be included in the action plans in these strategies.

3.0 Overarching Principles for Healthy Food – Our Commitment

We will:

- Encourage people to eat healthy food.
- Acknowledge that food is a matter of choice for adults and that the type of food depends on the context e.g. a social event is different from everyday mealtimes.
- Provide healthy food wherever possible through commissioning, procurement and provider services.
- Ensure that healthy options are always available, and that these options are promoted.
- Ensure that food is cooked in healthy ways, e.g. using low-fat and low sugar options.

- Promote food hygiene as the basis for safe and healthy food.
- Increase opportunities for people to access healthy food, particularly people who may be in danger of exclusion, such as older people, people with mental health problems, people with learning disabilities, and people living in deprived areas.
- Regularly provide information to people who use services and the general public to promote healthy food, including general information and sign-posting to specialist support.
- Provide training to staff who are involved in providing information and sign-posting, particularly focusing on training for admin staff around ordering food.
- Ensure that we involve and consult with a wide range of people and organisations, including seldom heard groups, about healthier food.
- Identify champions across all sectors who are enthusiastic about and skilled in promoting healthy food
- Participate in monitoring performance against the food policy as requested by Wirral's Healthy Food Strategy Group.

The implementation of the Taste for Health Food Policy is included in the Local Area Agreement (LAA), along with actions that support the policy

4.0 Commissioning and Providing Healthy Food in Settings

4.1 As well as the overarching principles listed in the organizationally-held Food Policy, more detailed guidance and procedures form part of the Policy Framework. As each guidance document relates to food provided in different settings, each section will be held separately in the Appendices of the Food policy, each with its specific Key Performance Indicators. The guidance documents cover the following particular settings:

- The workplace
- Schools
- Early years settings
- Public venues
- Day services for adults
- At home
- Residential settings

4.1.1 The Food Standards Agency's 'Eatwell Plate' forms the basis for healthy eating advice in all the settings.



4.1.2 However, other details in the guidance will vary dependent on the type of setting. This is explained in the sections below, which also identify the documents that form part of the Policy Framework.

4.2 The Workplace

4.2.1 Organisations have a key role in promoting the health of staff, and encouraging healthy eating is an important part of this. This section applies to food provided *by organisations* for people who work in the organisation in 'canteens', at meetings or events, and by outside caterers.

Guidance within the Policy Framework includes:

- Food provided for staff in meetings
- At events
- At council organised conferences

Vending

In settings where there is poor access to food & drinks, and vending machines are required, healthier vending machines will be sought (e.g. such as those selling water, skimmed milk and healthy snacks such as fruit). This is to give individuals a choice when buying food. NOTE: The Eatwell Plate recommendations shown above should be used as a guide.

Events & Meetings

When food is provided for meetings, training, conferences and other events the organisation will provide food and drink which is healthy, and which gives an opportunity to promote healthy eating. Food and drink provided for the above occasions should be in line with the Eatwell Plate recommendations whether it is provided in-house or externally. Specific guidance for events include:

- The organisation / caterer should not provide sugary carbonated drinks or sugary squashes for meetings and events.
- The organisation / caterer should not provide bowls of sweets or mints for meetings and events.

- The organisation / caterer should not provide high fat/salty/sugary snacks e.g. biscuits, crisps, cakes, samosas for meetings and events. Plain breadsticks, fruit, vegetable sticks and toast are examples of healthier options.
- For larger events, the organisation / caterer should consider, along with healthy options, the need for specialised diets such as vegetarian and vegan options, the need for sugar-free options for diabetics, and the provision of ethnic, religious and cultural needs. Any foods for those with specialised diets, such as those mentioned above, should be well labelled and provided on separate plates.

4.3 Schools

4.3.1 The Whole School, Whole Day Food & Nutrition Policy Guidance has been produced to assist those with responsibility in designing a food and nutrition policy for their school. The Policy Guidance is based on a whole day whole school approach and is based on the principle that the whole school community work together to ensure any food or drink provided and consumed on school premises promotes healthy eating.

Guidance within the Policy Framework includes:

- New Food Based Standards For Food Other Than School Lunches
- Food Standards For Foods Served At Lunch Time
- Guidance and Good Practice for:
 - Breakfast Clubs
 - Break Time Snacks and Drinks
 - Vending Machines
 - Packed Lunches
 - Water Provision
 - Rewards in School and Celebrations
 - The Curriculum
 - Working with Teachers and Parents / Carers

4.3.2 This guidance was updated in Summer 2007 so that they comply with National Food Standards and are currently available to all Wirral Schools.

4.4 Early Years Settings

4.4.1 Following on from the Policy Guidance work with schools, a similar guidance document was produced – A Whole Setting Food & Oral Health Policy Exemplar for Early Years. This document has been produced in consultation with many organisations and aims to provide Early Years Settings with guidance when producing their own Food & Oral Health Policy.

Guidance within the Policy Framework includes:

- Guidance and Good Practice for:
 - Menu Planning
 - Intolerances, allergies and illnesses
 - Drinks
 - Breakfasts
 - Lunches and dinners
 - Snacks
 - Rewards in School and Celebrations
 - The Curriculum
 - Working with Teachers and Parents / Carers
 - Breastfeeding

4.4.2 The Policy Exemplar for Early Years settings was launched Spring 2007.

4.5 Public Venues

4.5.1 Organisations are involved in providing or arranging food for the general public. This generally takes place in community venues where people are accessing a facility for a main service and food is provided as an additional service. In many venues, food will contribute income to the running of the main service. People will generally have full choice whether to eat at the venue or to go elsewhere. Community settings provide an important opportunity for healthy eating messages to the general public, and that opportunity needs to be maximised. Guidance in this setting covers cafes and vending machines in leisure centres, community centres, youth centres & hospitals)

4.6 Social Care Community Services

4.6.1 Food provided in this section will generally contribute a significant element of the individual's weekly diet e.g. one to several meals per week. If food isn't directly provided then there may be an opportunity to provide information about eating healthily.

4.6.2 Social Care Community Services includes day centres, lunch clubs and employment or training settings for people with mental health problems, learning disabilities, physical disabilities, and older people. In community settings and other establishments there may be snack facilities through vending machines or in-house shops. Many people will attend a day service two to three times a week. Lunch will therefore only form part of their overall diet, but for some people may be an important part of their nutritional intake.

4.6.3 This section will also cover food provided in peoples own homes, when they are not able to cook or arrange their own food on a regular basis. Therefore it also applies to services such as meals on wheels, home care and independent

living. Food in the home for adults will be based on individual's food choices and, for home care, what food is available in the home.

4.6.4 Social Care Community Services will generally provide a meal, and/or morning and afternoon refreshments. There may also be an opportunity to provide information and advice on healthy food, (This can also be provided to people who arrange their care through direct payments or individual budgets and to people who live in supported accommodation).

4.6.5 Malnourishment in older people is a national concern which needs to be addressed. Meals on wheels and home care are arranged through a contract with the local authority. Home care is subject to regulation and inspection by the Commission for Social Care Inspection based on national standards.

4.6.6 However, promoting choice is fundamental to social care services. The approach towards food will be to support people to make informed choices.

Guidance within the Policy Framework includes:

- Guidance for healthy food in day services for adults

4.7 Residential Settings

4.7.1 Residential settings include: care homes for adults, hospitals, and children's homes. Residential settings generally provide food for all meals in the day, therefore it is essential that this amounts to a balanced diet. Residential settings are subject to scrutiny by regulators – the Healthcare Commission, the Commission for Social Care Inspection and Ofsted. Settings will be subject to a variety of national guidance and standards which are reflected in local guidance. Malnourishment in older people is a national concern which needs to be addressed.

Guidance within the Policy Framework includes:

- Guidance for Residential Settings: Care Homes for Older People and Adults

4.7.2 Guidance for hospitals and guidance for children's homes to be added in 2008

5.0 Roles and responsibilities

5.1 Chief Executive.

The Chief Executive has overarching responsibility for the strategic and operational management of Wirral Borough Council, including ensuring that the Taste for Health Food Policy complies with all legal, statutory and good practice guidance requirements.

5.1.2 Cabinet

Cabinet is responsible for setting the strategic context in which the Taste for Health Food Policy is developed, and for the formal review and approval of Corporate Policies.

5.1.3 Directors.

All directors are responsible for identifying and implementing the Taste for Health Food Policy and ensuring procedures are adhered too in relation to their area of responsibility.

5.1.4 Heads of Service

Heads of Service are responsible for overseeing the dissemination of implementation of this policy across the service.

5.1.5 Team Leaders / Line Managers

Ensure that they are aware of the Taste for Health Food Policy, or when it is reviewed, and that the Policy is cascaded to all team members. Ensure that the policy is placed in the departmental Policy File and ensure that any old versions are removed. Allow staff any time for training that has been identified as a result of the new Policy or Process Document. This training will be provided by the Public Health Provider Services department.

5.1.6 Employees

It is mandatory that all employees of Wirral Borough Council will follow the Taste for Health Food Policy. All employees are responsible for being aware of this policy and understanding when and how it may be applied. Therefore, when WBC orders food from an external caterer, the food provided should comply with the Food Policy and the WBC Tendering Guidelines.

5.1.7 Temporary and Agency Staff, Contractors and Subcontractors

It is mandatory that all temporary and agency staff, contractors or sub contractors which Wirral Borough Council employs, will follow the Taste for Health Food Policy. All staff are responsible for being aware of this policy and understanding when and how it may be applied. Therefore, when the WBC orders food from an external caterer, the food provided should comply with the Food Policy and the WBC Tendering Guidelines.

5.1.8 The Policy Author – Public Health Department

As Policy Author, the NHS Wirral's Public Health Department will strive to identify any potential training issues or associated risks that may arise as a result of the implementation of the Taste for Health Food Policy.

The Public Health Department will liaise with the HR Directorate to ensure that the appropriate training is available. These issues or risks will be brought to the attention of the Chair of the appropriate Policy Review Group.

As Policy Author, NHS Wirral's Public Health Department will continue to ensure audits of implementation and compliance with the policy are undertaken when the policy is to be reviewed.

The Policy Author is responsible for providing accurate and timely advice to managers and employees to ensure the policy is appropriately utilised across the trust.

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6.0 Consultation - Consultations to date – 18/9/2008

6.1 Food Policy

- Cheshire & Wirral Partnership NHS Foundation Trust– Choosing Health Group (through Consultant Nurse, Cheshire & Wirral Partnership NHS Foundation Trust)
- Food & Health Steering Group (Joint Director of Public Health, Wirral Primary Care Trust; Head of Catering & Administration, Wirral University Teaching Hospital NHS Foundation Trust; Consultant Nurse, Cheshire & Wirral Partnership NHS Foundation Trust; Chief Executive, Age Concern; Human Resources Operations Manager, Wirral Primary Care Trust)
- Health & Wellbeing Co-ordination Group
- Head of Catering & Administration, Wirral University Teaching Hospital NHS Foundation Trust

6.2 Guidance Documents

Policy authors must send the draft policy to the appropriate review group to ensure all stakeholders are given the opportunity to comment on the policy.

6.2.1 Workplace (Staff)

- Formal Consultation with staff from Wirral Primary Care Trust, Wirral Borough Council, Wirral Voluntary & Community Sector Network, Cheshire & Wirral Partnership NHS Foundation Trust, Wirral University Teaching Hospital NHS Foundation Trust for 4 weeks Feb – March 2008. Through respective intranet, staff bulletins and the Cheshire & Merseyside Public Health Network Bulletin

6.2.2 Schools – Consultation has been carried out in previous years with schools, caterers, PCT, and other partners.

6.2.3 Early Years – Consultation has been carried out in previous years with EY settings, caterers, PCT and other partners.

6.2.4 Public Venues

- Performance & Catering Officer, (Wirral Borough Council)
- Catering Lead (Wirral University Teaching Hospital NHS Foundation Trust)
- Parks & Gardens lead, (Wirral Borough Council)

6.2.5 Residential Settings (inc. Hospital Meals, Homes for Adults, Homes for Children)

- Active Age Centre, Lifestyle Project Officer (Age Concern)
- Catering Lead (Wirral University Teaching Hospital NHS Foundation Trust)
- Lead for Residential Homes, (adults) Wirral Borough Council
- Feltree House Residential Home for Older People

- 7 other LA Residential Homes for Older People – through Contracts Officer, Wirral Borough Council)

6.2.6 Social Care in the Community (incl. Meals On Wheels, Lunch Clubs, Home Care & Enablement Services)

- Active Age Centre, Lifestyle Project Officer (Age Concern)

7.0 Reviewing the Food Policy

Subject to periodic review, the Taste for Health Food Policy will be updated every three years by the appropriate lead in NHS Wirral's Public Health Department. However, if there is new guidance or evidence or in response to an incident, near miss or complaint they may be updated accordingly.

8.0 Dissemination

8.1 The WBC Web Manager will be responsible for:

- Updates on the Wirral Borough Council intranet website with the most up to date Food Policy.

8.2 Primary Care Trust Food Policy lead will be responsible for:

- Working in partnership with Line Managers, the WBC Law, HR & Asset Management Dept, the WBC Training Dept., and Communication Leads, and will identify any training or awareness raising issues.
- Ensuring staff are aware of any new or amended version of the Food Policy.
- Working with service leads to develop systems to audit and monitor policy use and compliance.
- Give feedback to the WBC Web Manager to enable the update of the Food Policy.

8.3 Suggested dissemination of Food Policy across organisations:

- Primary Care Trust: Direct to all Administration, and to all staff via Intranet and Staff Bulletin
- Wirral Borough Council: Direct to all Administration and Caterers, and to all staff via Intranet and Staff Bulletin
- Cheshire & Wirral Partnership NHS Foundation Trust: Direct to all Administration and Caterers, and to all staff via Intranet and Staff Bulletin
- Wirral University Teaching Hospital NHS Foundation Trust: Direct to all Administration and Caterers, and to all staff via Intranet and Staff Bulletin

- Wirral Voluntary & Community Sector Network: Direct to all Administration (via central network admin) and Caterers, and to all staff via distribution lists on WVCSN Internet site, email and post.

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9.0 Implementation

It is the responsibility of the Policy Author to identify any training or support that staff will need in order to implement this policy and bring those issues to the appropriate review group for discussion. For the Taste for Health Food Policy this may be around cooking food, provision of food or ordering catering.

10.0 Archiving

Archiving will be the responsibility of the Policy Author, namely the lead in Public Health, who will archive the Food Policy locally in a central library (Governance section of the Primary Care Trust) and destroy copies that are replaced.

11.0 Monitoring

It is the responsibility of the Policy Author to co-ordinate the audit. The policy will only need to be audited prior to its review and may help to give an evidence base for future amendments if necessary. Specialist advice is available to the Policy Author from the Audit team.

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12.0 References

1. WHO (2003) *Diet, Nutrition and the Prevention of Chronic Diseases*
2. Department of Health (2003) *The NHS Plan*
3. Joshipura, KJ, et al (2001) *The effect of fruit and vegetable intake on risk for coronary heart disease*, *Annals of Internal Medicine*, 134: 1106-14.
4. Department of Health (1998) *Nutritional Aspects of the Development of Cancer*, Report on Health and Social Subjects, No 48, TSO, London
5. Health Links (2001) *Wirral Health & Lifestyle Survey*. Wirral: Birkenhead & Wallasey Primary Care Trust
6. Food Standards Agency (2004) *The National Diet & Nutrition Survey: adults aged 19-64yrs*, TSO, London
7. DH (2005) *Choosing a Better Diet: a Food and Health Action Plan*. DH Publications.
8. Food Standards Agency, *Balance of Good Health*, (2001) & *Eatwell Plate* (2007)
9. North West Food & Health Task Force (2006) *'Commissioning Healthier Catering and Hospitality'*, North West Development Agency.
10. FSA (2007) *Front of Pack Nutritional Signposting Labelling Technical Guidance – Issue 1*, Food Standards Agency

13.0 Organisational support

To confirm this policy is supported by the organisation please complete the following

Name of Policy Group: '*Taste For Health Food Policy Steering Group*'

Proposal discussed with Chair of relevant group? Yes No

Proposal discussed with The Clinical Effectiveness Manager Yes No

Proposed target date for completion:- Feb 2010

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14.0 Appendices

14.1 Appendix 1 - Table of Review Groups and Ratification Groups

Type of Policy	Review committee or group	Ratification group
General Policy	Corporate Health Group	Cabinet

As all policies are 'live' documents, the organisation endeavours to ensure that policies are current and relevant. Any suggestions/comments on how this policy could be improved are welcomed. Please contact the Corporate Health Group.

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14.2 Appendix 2 – A list of the Guidance Documents which give information and direction around providing a healthy diet for different population groups.

NOTE: Once consultations have taken place and subsequent amendments made, each Guidance document will be added into the Appendices of the Food Policy.

14.2.1 – Guidance for Food Provided in the Workplace (Food provided for staff by the organisation)

Consultation completed Feb/March 2007.

14.2.2 – Exemplar Policy for Schools ('Gold Standard' Guidance document to be used by schools)

Consultation completed 2006. Currently being used in schools.

14.2.3 – Exemplar Policy for Early Years Settings ('Gold Standard' Guidance document to be used by Early Years Settings)

Consultation completed 2006. Currently being used in Early Years Settings.

14.2.4 – Guidance for Food Provided in Public Venues (including Leisure Centres, Community Centres, Youth Centres, Hospital canteens)

Consultation planned for 2010/11.

14.2.5 – Guidance for Social Care in the Community Services (including Meals on Wheels, Day Services, Home Care, Lunch Clubs, Enablement Services)

Consultation planned for 2010/11.

14.2.6 – Residential Settings (including Homes for Adults, Homes for Children & Hospital Meals)

Consultation planned for 2010/11.

14.3 Appendix 3 – Top Tips for Ordering External Catering

Adapted from the North West Food & Health Task Force *Healthier Catering & Hospitality Guidelines* (April 2008)

Some things to consider when ordering a Healthier Cold Fork or Sandwich Buffet

Offer 50% vegetarian options	✓
Healthy cooking methods – grilling, poaching, steaming, baking or roasting are healthier than frying	
Oily fish to feature – salmon, mackerel, sardines	
Highlight local foods	
Use lower fat spread or lower fat mayonnaise in sandwiches	
Include salad or vegetables in all sandwiches	
Use at least 50% wholemeal or granary bread/rolls	
Include salad/crudités as a side dish with dressings served separately	
Fresh fruit platter or whole fruit	
Fairtrade teas, coffees and other products where appropriate	
Use fresh skimmed or semi-skimmed milk in jugs	
Jugs of tap water	

Ideas for Healthier Options Menu:

- Lean meat/fish/veg kebabs – avoid processed meats,
- Thinly sliced lean meats,
- Baked or grilled salmon,
- Vegetable quiche,
- Bean salad,
- Include at least two different green and/or vegetable salads,
- Crudités and lower fat dips,
- Couscous, rice or potato salad – include plenty of vegetables,
- Plentiful selection of breads including at least 50% wholemeal or granary,
- Dressings to be served separately,
- Spreads to be served in small dishes rather than individual portions.

Good Practice for Desserts

- Fruit platter, semi prepared (chopped, as kebabs or in bowls) or whole fruit.
- Lower fat yoghurt and fromage frais, rather than cream
- Hot fruit based dessert (e.g. seasonal fruit crumble or single crust pie)

Good Practice for provision of drinks and snacks

- Teas and coffees are Fairtrade
- Herbal teas and de-caffeinated coffee available
- Fresh fruit juice available
- Jugs of fresh tap water available
- If milk is provided it is skimmed or semi-skimmed
- Fruit platter, semi prepared (chopped, as kebabs or in bowls) or whole fruit available.

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