



Fair Trade Steering Group (FTSG)  
Tuesday 30 September 2014, 2pm  
Cuillin Room, Charles Stewart House

AGENDA

- 1 **Minute** A  
To approve the minute of the previous meeting on 27 May 2014

- 2 **Matters Arising**  
To raise any matters arising not covered in post-meeting notes

**SUBSTANTIVE ITEMS**

- 3 **Good Food Nation Consultation** B  
To receive a paper from the Head of SRS Futures

- 4 **Coffee Conscience Update** C  
To receive a paper from the Assistant Director, Catering Services

- 5 **Feedback from Freshers' Week 2014** Verbal  
To consider an update from the SRS Communications Team

- 6 **SRS Strategy Review Update** Verbal  
To receive an update from the Head of SRS Futures

**ROUTINE ITEMS**

- 7 **Workers' Rights Consortium** – letter for information D  
To note a paper from the SRS Research and Policy Manager

- 8 **Electronics Watch Update** Verbal  
To receive an update from the Convener

- 9 **Fair Trade Events Update** Verbal  
To receive an update from the SRS Research and Policy Manager

- 10 **Fair Trade Communications Update** Verbal  
To receive an update from the SRS Communications Manager

- 11 **Any Other Business** Verbal  
To consider any other matters from Group members

**ITEMS FOR FORMAL APPROVAL/NOTING**

- 12 **SUSTAIN Demo** Verbal  
To receive an update from the Convener

- 13 **Update on Scottish Fair Trade Forum AGM & Conference** Verbal  
To note an update from the SRS Research and Policy Manager

- 14 **Use of Fair Trade Cleaning products** Verbal  
To note an update from the E&B representative



**Fair Trade Steering Group (FTSG)  
Wednesday 27 May 2014  
Minute**

**Members:**

Karen Bowman	Director of Procurement (Convener)	KB
Kenneth Amaeshi	Lead, Corporate Responsibility and Governance Network	KA
Evelyn Bain	Procurement Manager	EB
Michelle Brown	Head of SRS Programmes	MB
Jill Bruce	Development and Alumni	JB
Philippa Johnston	People & Planet	PJ
Liz Cooper	Research & Policy Manager – Fair Trade	LC
Alice Fitzsimmons-Quail	Hearty Squirrel	AFQ
Moira Gibson	External Affairs Manager, Communications and Marketing	MG
Dave Gorman	Director of SRS	DG
Davy Gray	EUSA Environmental Officer	DGr
Tasha Boardman	EUSA Vice-President Services	KH
Stephannie Hay	Technology Enhanced Learning Services	SH
Tim Hayward	Director of the Just World Institute, SSPS, CHSS	TH
Corrina Henderon	Careers Service	CH
Anisha Kaura	Forum Ambassador	AK
Matthew Lawson	SRS Programme Manager	ML
Angela Lewthwaite	Estates and Buildings Office	AL
Ian Macaulay	Asst. Director of Accommodation Services, Catering	IM
Briana Pegado	EUSA President	HM
Ali Newell	Associate Chaplain	AN
Jenny Rivett	Media & Communications Volunteer	JRi
Jane Rooney	Minute Secretary	JR
David Somervell	Sustainability Adviser	DS
Rob Tate	Sports Union President	RT

**Welcome:** Michelle Brown; Corrina Henderson; Briana Pegado; Tasha Boardman

**Apologies:** Kenneth Amaeshi ; Evelyn Bain; Jill Bruce; Lily Colleen; Philippa Johnston; Alice Fitzsimmons-Quail; Davy Gray; Stephannie Hay; Tim Hayward; Anisha Kaura; Matthew Lawson; Angela Lewthwaite; Ian Macaulay; Hugh Murdoch; Jenny Rivett; David Somervell; Rob Tate

**In attendance:** Rachel Clough (for Angela Lewthwaite); Sunnah Khan for item 3

**1 Minute of previous meeting** 20 March 2014 was agreed as an accurate record.

**2 ‘What Next For Fair Trade’ Consultation Results**

Research and Policy Manager had collated 134 consultation responses received during FT14 events. While the consultation had not captured specific details on respondents, it was felt to represent a good mix of stakeholders. All key points outlined in Paper 1, including communication, labelling and signage, would be taken forward.

**Action – LC** to publish the consultation results and **KH** to link from the EUSA website.

**LC/KH**

**Post-meeting note:** [Link to consultation results on SRS website](#)

### **3 Fair Trade Communications**

#### Objectives for SRS / Procurement communications plan

The SRS Communications Team were working on embedding FT communications into the wider SRS programme, with the aim of centralising communications by summer 2014. Following on from a messaging paper submitted by the SRS Communications Manager, the team were now asking for input from FTSG as a whole.

**Action – DGr & incoming sabbaticals** to think about how to emphasise the student-led aspect of these initiatives, and to work with the SRS Comms Team in getting this message across, following up on events, and taking a comprehensive approach to marketing fair trade policy to staff and students.

**DGr/  
BP/TB**

**Post-meeting note:** *update will be provided under agenda items 3, 10 & 11.*

### **4 Student Involvement & Representation**

The Group discussed ethical fashion - which the ECA Degree Show focuses on – as well as opportunities to engage with the ECA students and arrange an event around the issue.

#### Incoming Sabbaticals / Sports Union

FTSG thanked outgoing VPS Kirsty Haigh for her contribution throughout the year. The Group welcomed the incoming President and VPS, thanking both for taking the time to attend, and urged them to continue to do so where possible. Opportunities around the Commonwealth Games and potential fair trade linkages would be followed up with the incoming Sports Union outwith the meeting.

#### Proposed Ethical Forum

The Group recognised the need to make more connections with EUSA Global and agreed that the Chaplaincy would lead and take this forward.

**AN**

FTSG noted the challenge faced by former VPS Max Crema in creating the Forum, in that there were so many societies that it could be relevant to, and recognised the value in ongoing communication with societies throughout the year as well as the benefits of getting people together more formally.

FTSG encouraged maintaining links between the SRS Department and EUSA. A student-specific area of the SRS website was planned which would provide information on societies and publicise seminars, lectures and events. Students had been invited to the SRS planning day and their input into the session had been highly valued.

The proposed Ethical Forum would provide a useful 'light touch' way of connecting, facilitating student/staff engagement, and surfacing student views on issues such as UNPRI, embedding SRS issues into the curriculum, and the SRS Implementation Plan. It was felt that these issues alone would ensure the forum had sufficient material for discussion in the medium term. It would also provide a channel for debate on non-fair trade, non-procurement more general ethical issues and would benefit from being integrated within the existing committee structure.

It was proposed that EUSA should bring their environmental policies to FTSG as well as submitting papers, as had been done to propose joining the WRC.

**Action – TB** to circulate a message to all students seeking volunteers to replace current student members and asking if any additional societies would like to have a standing member on the Group.

**TB**

*Post-meeting note: message to go out once the students have returned.*

**Action – DG & SRS Team** to pick up the proposed Ethical Forum within the SRS and Governance review.

**DG**

*Post-meeting note: update will be provided under agenda item 6.*

Noted the suggestion of using the Chaplaincy as a venue for a collaborative information exchange event.

Noted Kate Glencross and Lucy Lamb in Communications and Marketing as valuable contacts on student communications.

Group discussed feedback from science & engineering students as part of an ethics series organised at KB regarding lack of content on ethics in their courses. It was proposed that events be planned at KB (and Easter Bush, WGH, and other campuses) to raise awareness, get direct active involvement and tie in to the Visions for Change campaign.

**Action – All** to consider how FTSG should present itself to students and how to take forward student involvement and representation given its responsibility to listen to the Student Voice.

**All**

#### Plans for student research placements

The Research and Policy Manager was organising postgraduate student research placements which, from next summer, would allow students to visit University supply chains (e.g. Malawi rice). Work was ongoing to integrate these within existing schemes at SSPS and the Business School and to develop links to other aspects of the supply chain.

Information on suppliers was now available from APUC which would indicate whether they adhered to codes of conduct. There was potential to link this in to student placements and potentially seek funding to train students in social auditing.

**Action – CH & LC** to liaise on current situation, link to the Careers Service, and possible sources of funding.

**CH/LC**

FTSG recognised the benefits of involving students in research and promoting opportunities to gain work experience abroad while helping the University investigate its supply chain.

The Business School was proposed as a potential partner for arranging student placements next year, particularly if these looked outwith the University's own supply chain. Noted clarification that these student research placements would be credit-bearing.

## **5 Fair Trade Labelling and Signage**

Fair trade labelling, which was felt to be good in EUSA shops and venues, though less prominent in the Dome shop and library café, should be consistent across all outlets.

**Action – KB** to make a recommendation to Ian Macaulay on behalf of the Group that FT signage be made more prominent.

**KB**

*Post-meeting note: confirmation received that coffee promotion material all in hand.*

There was felt to be some confusion as to what FT labelling actually meant, which correlated with the outcomes from a recent MSc study reporting that fair trade products were being sold at UoE but that the concept was not being

communicated or explained. One objective could be to focus on the fair trade debate, the impact of fair trade, the contribution the University makes, and how this benefits individuals and communities. **Agreed** on the need to work together with SRS Comms to communicate this message in a creative way, as had been done by the successful photographic exhibition during FT14.

**Action – DG** when meeting with Niall Bradley of Communications and Marketing to raise the idea of a mural in Bristo Square, or a display similar to Marketing Manager Deepthi de Silva-Williams' 'Inspiring Women' exhibition displayed in and around the Visitors Centre in March 2014.

**DG**

*Post-meeting note: no update as yet. FTSG will be kept informed.*

Group also noted potential linkages to Zoe Paterson at ECA, who heads up a design agency group that bids for work and has been used by the Careers Service. Group discussed issues sourcing a budget for this work, though if it were credit bearing, or integrated into Innovative Learning Week, then it could be made fair exchange.

**Action – SK/BP** to follow up and **SK/JF** to update the group on developments at the next meeting in September.

**SK/BP/  
JF**

*Post-meeting note: update will be provided under agenda item 11.*

EUSA was continuing to work with NUSSL on improving fair trade labelling in its outlets.

**Action – JR** to recirculate instructions on how to join the EAUC Community of Practice on Fair Trade.

**JR**

*Post-meeting note: Details were circulated on 2 June.*

#### Potential event with representatives from labelling organisations

Informal approach to Fairtrade Foundation representatives had indicated that they would be willing to participate in a discussion on fair trade labelling and could be available for an event in Fairtrade Fortnight provided sufficient notice was given. Once a date had been agreed, it was proposed that representatives from the Fairtrade Foundation (FTF), the World Fair Trade Organisation (WFTO), and the Rainforest Alliance be invited to speak. Representatives from across the sector would be invited, as well as the topic support network and the Holyrood Cross Party Group. It was proposed that the event be open to the public. Noted that the proposed Ethical Forum would be an excellent means of surfacing questions to put to the labelling organisations. Input from the Business School could be sought to ensure appropriately challenging questions were asked. The SRS event plan for 2014/15 is currently being worked on and this event will be incorporated, hopefully to fall in Fairtrade Fortnight.

## **6 Plans For Freshers' Week 2014**

Plans were underway for a Sustainability Tent to include representation from TEDx and EUSA Global. There would be a Food Festival and a cycle-powered cinema event organised in collaboration with Take One Action and the Film Society. These events were student-focused but open to all, and offered definite scope to bring in fair trade and to look at food waste.

FTSG discussed the information given to incoming students, noting that they were not asked what they wanted to know, though a survey was planned following Freshers' Week to capture this. It was anticipated that SRS issues arising would be practical – around food, waste, travel and energy.

FTSG discussed the best point to begin engaging with incoming students, and agreed that this should be early, before they had a chance to get into bad habits. The alternative campus tour was suggested as a possible opportunity.



While the Halls of Residence did a great deal of work around recycling, there was a gap to be addressed when students moved into flats. The Freshers' Week App presented a good opportunity as a tool capable of holding a great deal of information as well as the facility for push notifications.

**Action – TB** to get more details and feed back to the Group.

**TB**

*Post-meeting note: update will be provided under agenda item 3.*

Group discussed partnership opportunities with the Centre for Sport and Exercise. As a large space which saw intensive use by students, it was felt that a lot more could be done in this area. Louise Campbell and Sarah Nimmo were noted as contacts for the Healthy University Project, and sports science students were also suggested as a focus for engagement.

**Action – MB/SK** to follow up with CSE re: potential linkages, fair trade footballs and kit.

**MB/SK**

*Post-meeting note: SRS Engagement Team to follow up with CSE. Outcomes will be reported back to the Group.*

## **7 Fair Trade In Learning & Teaching**

A paper on integrating SRS issues into the curriculum would go to Learning and Teaching Committee on 28 May. It proposed that a Working Group be formed, that 6 credit bearing modules be made available and requested £150K to deliver its strategic programme. Noted that Sue Rigby was broadly supportive and that Ian Pirie would take it forward. Director of SRS was following up with Pete Higgins on including fair trade.

Director of SRS **agreed** to highlight the issue of fair trade medical implements when meeting with Hugh Edmiston.

**DG**

*Post-meeting note: would be followed up in a meeting with Prof. John Iredale. Outcomes will be reported back to the Group.*

FTSG noted the possibility of having text on courses including SRS elements on the top line of Learn, the University's main centrally-supported virtual learning environment (VLE). Noted the wider capacity of PATH in the College of Science and Engineering - a web-tool to display the courses offered by a School with features to aid the course choice process. The issue of tagging courses would be taken forward by EUSA academic sabbaticals.

## **8 Social Finance Schemes & Use Of Endowment Funds**

Following consultation on applying UNPRI principles to the University's endowment funds, decisions on issues including transparency and redirecting funds to social finance schemes would begin to be made by Investment Committee over the summer and into the autumn. Research in this area currently ongoing in the Business School. It was emphasised that any endowment investment was not a grant but needed a return on investment.

### Prison Visit

FTSG noted a social and political science initiative which was making academic funding available from the proceeds of crime for research into intervention with young people from deprived areas. Noted the need to follow up on the prison visit and consider wider ideas of fair trade by looking at investment in companies employing former prisoners and investigating the possibility of procuring from the Prison Service. Potential reputational impact in the extent to which UoE should be publicly associated with the Prison Service should be weighed against its responsibility to inspire & promote social justice. Noted clarification that MHP Shotts had been selected on the recommendation of the

Prison Service for its population of long stay prisoners.

**9 Workers' Rights Consortium** (standing item)

FTSG noted that the Minute Secretary would now take over as point of contact for messages from WRC. It would be made clear on the email if the University bought from the supplier involved. If this was not mentioned then recipients should understand that the University did not buy from that supplier, though others, such as individual sports societies, might. Information in the WRC messages could be publicly shared.

**Action – All** not wishing to be included in the circulation list for these emails to notify the secretary.

**All**

*Post-meeting note: membership updated, refresh and addition of student representation in progress.*

**10 Electronics Watch Update** (standing item)

FTSG noted that Electronics Watch had launched and was on schedule to begin producing factory reports in 2015. The Group felt that the University should be publicising this work more as well as researching into its impact. It was proposed that a briefing on the subject be prepared for the University Secretary.

**Action – DG** to follow up with Angi Lamb on the possibility of bidding for a Court seminar on SRS.

**DG**

*Post-meeting note: no update as yet. FTSG will be kept informed of progress.*

**11 Procurement Reform Bill Update**

The Procurement Reform Bill passed Parliament and is would come into law in September. The University managed to get an exemption for research related procurement. A number of relevant European directives were also coming into effect.

**12 AOB**

Membership

Carried forward to next meeting in September.

Fair Trade Outreach in Schools

Carried forward to next meeting in September.

Fair Trade wine – cost & availability

FTSG noted email correspondence from past president of Edinburgh University Graduates' Association, member of the General Council Business Committee, and supporter of Fair Trade Ritchie Walker highlighting the price increase in Edinburgh First fair trade wine. Noted that the increase may be volume-related. FTSG felt that the wine offered by Edinburgh First should be fair trade unless purchasers request otherwise.

**Action - KB** to raise with Stuart McLean who would pass on to Ian Macaulay and Richard Kington.

**KB**

*Post-meeting note: LC raised the issue with Ian Macaulay and sent a response based on his input.*

*Update from Ian Macaulay.*

Fairtrade Wine

*Prices have gone up as the prices we get from Mathew Clark who is the supplier a per the TUCO Ltd procurement framework agreement has put their*

*prices up so we are just passing on. As we do not have the buying volumes of someone like the Co-operative retail group we never can get as competitive unit prices as we receive on other no Fairtrade wines. Also as you know in March there was the budget and the Chancellors has applied a duty increase. So happy you pass this onto the General Council Business Committee as we are just passing on the cost increases we have received from our supplier.*

### Sustainable Food Policy

Group **agreed** that fair trade food could be included in the University's Sustainable Food Policy.

A draft Policy would be presented to SEAG Ops for comment on 28 May and subsequently go to SEAG for endorsement on 10 June.

**Action – JR** to circulate draft Sustainable Food Policy to FTSG for comment.

**Post-meeting note:** *draft policy circulated on 2 June*

**JR**

While EUSA met a number of the criteria for the Food for Life Award, it was not felt to be worth the additional resources involved in pursuing accreditation in order to be able to use the label.

**Action – MB** when meeting with Ian Macaulay to follow up on the cost of fair trade wine and enquire if UoE meat is halal and feed back to the Group.

**MB**

**Post-meeting note:** *Update from Ian Macaulay.*

### Halal Meat

- 1. We use no halal meat for any student catering, but in relation to our commercial operations from time to time, but rarely, we will have a specific request from a Jewish or Muslim group for kosher or halal meat respectively. This would be sourced from the approved supplier list. Therefore the type of meat would be dependent on the request from the customer, and therefore the customer would be fully aware that the meat has been sourced in accordance with their religious requirements.*
- 2. We have full traceability with all our suppliers and all meat is stunned before slaughter*

*At the University, meat is supplied via an Advanced Procurement for Universities and Colleges (APUC) tendering process. Further information on APUC is available on their website at [www.apuc-scot.ac.uk](http://www.apuc-scot.ac.uk)*

*Meat purchased through APUC is supplied from recognised and certified abattoirs, operating to the law for The Welfare of Animals (Slaughter or Killing) Regulations 1995 (Statutory Instrument (SI) No 1995/731 as amended by SI No 1999/400) which requires for all meat to be stunned prior to slaughter with the exception of Halal and Kosher meat. This applies to all classes of meat and poultry.*

*The exception for Halal meat is made out of respect for cultural and religious differences and specific guidelines are laid out for the slaughter of animals destined for this class of meat in accordance with the above law. However, animals destined for Halal meat are normally stunned prior to slaughter.*

*There is no legal requirement at present to label meat as being Halal or the*



*manner of slaughter other than that implied by the meat being Halal.*

*We can also refer to the APUC Supply Chain Code of Conduct: <http://www.apuc-scot.ac.uk/#!/suscode.php>*

***Post-meeting note:*** Update from Chris Shrive, EUSA Catering Manager

*Our chicken is the only meat that is slaughtered in a Halal method. It is however stunned with gas in line with EU regulations to ensure it is a humane kill.*

#### SOAS research on Fairtrade

FTSG discussed the School of Oriental and African Studies, University of London (SOAS) report 'Fairtrade, Employment and Poverty Reduction (FTEPR) in Ethiopia and Uganda' which looks at the income of wage workers on fair trade and non-fair trade farms. These workers do not always have access to the amenities built with fair trade funds. Research and Policy Manager would write a post in response for the SRS blog.

**Action – JR** to circulate link to the post once available.

***Post-meeting note:*** [link to blog post 'Is Fairtrade failing the poorest farmers?'](#) [Link to statement by the Fairtrade Foundation in response to the SOAS report.](#)

**JR**

#### Use of Fair Trade cleaning products

The new Traidcraft 'Clean and Fair' product line including soap hand cleaning and surfacing cleaning materials made from fair trade palm oil is undergoing informal testing in E&B. As domestic products, they would ultimately be destined for sale in outlets. The products would need to be sourced through current provider Bunzl or consideration given to issues including the additional vans required for delivery. Traidcraft have been asked not to use the University name.

**Action – AL** to report back to the Group on the outcomes of testing.

**AL**

***Post-meeting note:*** *update will be provided under agenda item 15.*

**Date Of Next Meeting:** Tuesday, 30<sup>th</sup> September, Cuillin Room, Charles Stewart House

## Good Food Nation consultation event

Edinburgh 4 September 2014

### Summary

Around 40 people came together in Edinburgh at the John Hume Tower to explore together the governments 'Good Food Nation' proposals. This provided a forum for people to learn about and debate how to influence the future of food in Scotland through making well-crafted responses to the government proposals.

The event was framed around 3 questions:

- What do we think about the Scottish Government's ideas for becoming a Good Food Nation?
- Is there more we need to do?
- What can we do (as people and organisations) to make this happen?

The workshop activities were carried out in small groups and this was the shape of the afternoon, exploring together:

- vision,
- springboard ideas on the proposals,
- priority areas,
- food commission considerations,
- closing with some practical ideas for next steps and a bit of inspiration.

After the summary is an appendix with

- Examples to assist with reflecting upon the proposed Food Commission
- 7 Tips for making effective responses to consultations

## Vision

We started by looking at the government's vision for becoming a Good Food Nation, identifying what we like about it and what we thought is non-negotiable and definitely needs to be included in a future vision.

In summary delegates people felt that a key point is that all players should be involved, and that there should be more emphasis on the environment, and that education must be included. Everyone underlined as non negotiable that "Everyone will know what constitutes good food and why".

Then later in the event delegate put forward ideas as to how the Vision needs improving:

- lots of focus on exports but not so much on pushing horticulture and agriculture as viable careers – no point training people for jobs that don't exist
- Food provenance and food preparation need adding.
- Include impact on carbon and sustainability
- Start with economic measure before tackling education, to avoid cynicism
- Recognise the potential conflict in the existing document – this to be something for everyone – need to prioritize
- It needs to include specific objectives on encouraging sustainable food production in Scotland
- It is too broad, particularly when it is not clear what 'good food' actually means!
- The vision gives a broad-brush approach and recognizes the environment but then supports the growing of oil seed rape.
- Help people to be more self reliant and more responsible to be healthier and ease the burden on the NHS and have a healthy life without illness
- Analysis and policy on tax incentives, competition and policy (supermarkets)
- More accent needs to be put on how pleasurable food actually is.
- Food needs to be linked to exercise – eat and move.
- Vision good but schools must be part of it – pupils must be able to try real, good and healthy food.
- It is not good enough – everyone has the right to a good healthy meal every day.
- To be proud of your food you need to be proud of your home, job and community – these need to be addressed too.
- Recognize commitment and regulation needed for EU / global food production processing and trade (global world).
- More emphasis needed on the environmental impact of food production - mention of organic standards.
- Good but focus more on education and prioritise this over tourism for progress.

- The word education must be mentioned – educating the value and importance of our food in Scotland
- In Scotland the primary role of food is to feed its people well, fairly and responsibly
- Less focus on economic growth and more about supporting small farmers and stopping support for big agri-business.
- The vision is good enough – the challenge is winning societal participation and sufficient resources.
- Increase the value given to good food
- Language is rather passive, e.g. being ‘served’ – should be more emphasis on how individuals can make choices. Not enough direction about good food.
- Include reference to education – both in schools and outside, particularly in micro economic terms.
- Include more reference to family and community.
- Decentralize community food and encourage communities to be empowered.
- More focus on education, knowledge, basic food cooking skills through empowering local people.
- Should address food security

But people also reflected on what is missing from the vision. The following were the main gaps people identified:

## Springboard

We then had two springboard statements to help frame the issues and give some context for discussion in the small groups.

The first was from Nourish sharing 5 observations on

- Holistic approach: government is starting to join the dots
- Holistic approach: various sectors, organisations and civil society joining dots and working together
- Getting beyond polarized debates
- Change required on many levels and different areas simultaneously
- We can all contribute whether as individuals, groups or organisations.

The second and third statements are to be added to this document soon.

## Priorities

The government proposed 5 priority areas for becoming a Good Food Nation.

We looked at these starting by looking across all areas and reflecting whether these are the right priorities. We tried to identify gaps across the areas and with the proposed ones.

The documents sets out the following 5 priority areas:

- Food in the public sector
- A Children's food policy
- Local food
- Good food choices
- Continued economic growth

### What priorities are missing?

These were new priority areas that people suggested:

- **Enabling Good Food** – Before “Good Food Choices” is the need to support people who have no access to food or the mean to cook it.
- **Food waste** – changing regulations as to how food waste is managed / re-directed. Focus on the value of food as opposed to wholly economic value ..instead in terms of environmental impact. Also need to address the fact that municipal food waste collection is largely privatised.
- **Communities and food** – We need good use of schools' and community centres' kitchens for extra activities for parents, young people, community meals taught in schools. We should be encouraging local community kitchens attached to food banks.
- **Food provenance: where has it come from?** We need to investigate, be aware of and evaluate at chemicals used in growing and storing, seed production (heritage or artificial?), food miles.
- **Regulation** – *Internal:* Improving quality of e.g. health service. *External:* international and EU issues .. we need to engage in discussions on e.g. regulating trade policy.
- **Freshly prepared food** – we need to look at recovering skills in cooking, food prep as a social activity, using seasonally available food, less waste and food made to order, home economics for all! - and make eating social.
- **Food security** – need to look at food poverty, ensuring all have food to eat. Need to consider issues of access and affordability.

### Reflections on the proposed priorities

#### A children's food policy

- Should be part of EIIRFEC and planning
- It is still not financially supported – is more of an add-on or extra.
- There is not sufficient H&WB embedded in the curriculum and in education on cooking.
- Should be a childrens' and parents' food policy!!
- We should question the diets offered at e.g. party venues
- Should highlight more the detrimental role of sugar & additives on childrens' expectations.
- We should emphasize understanding of where food comes from and where it is made.



- There should be compulsory school lunches for secondary schools...but this will be difficult to deliver.
- Children's menus at restaurants should be improved.
- Need to go further than just schools and work with parents too.
- There should be more cooking in schools. there should be provision of equipment support and promotion of this.
- Advertising should be regulated more.
- There should be social justice with food as "Commons".
- Should be better provision and support for breastfeeding
- Should legislate against things like happy meals toys.
- Childrens' input and voices should be involved in policy making.
- Make growing, harvesting, cooking and eating of food one of the CFE experiences and outcomes.
- Children should become familiar with the food their parents give them. Parents need to be targeted to educate their children's' taste.
- Hands on work with food at schools is good.

### Good food choices

- We need to educate families who inform children's choices.
- We need limits on advertising of unhealthy foods to children...but then is the impact of advertising uncertain...which makes the role of parents and family more of a key thing?
- We need no soft drinks / sweets for sale in schools (but then in theory this is already implemented).
- No fast food/sweetie ads on children's TV.
- Advertise the fact that healthy food is not necessarily more expensive than unhealthy food.
- Food should be part of C.P.P.
- Learn from past / other areas but also be bold.
- We need legislation on labelling and marketing.
- We need to explore policy / tax drivers to encourage good food choices / accessibility / affordability.
- Supermarkets need regulating as at the moment it's easier to buy than to cook.
- Alldays supermarket highlights local produce ..helps folks to consider where it's bought from.
- Create more daily street markets – real gastronomic centres.
- Need acknowledgement of issue of food spend as proportion of income.
- We need to challenge the idea that cheap is good.
- We need to raise awareness of consumers of what is good for us and what is not good.
- We need to introduce choice editing in all public food outlets.

### Continued economic growth

- Ambiguous term: is it possible to have sustainability within this?

- We need government policy to affect the amount of processed foods sold in supermarkets...getting the big ones on board.
- We need subsidies to local suppliers to help make local fish and meat available.
- We need to lower exports.
- We need sustainable growth – why do exports come first? No wonder people don't know what Scotland can produce. We need to be not just ensuring training, but creating valuable jobs. We need to work out how to reconcile beef markets / growth with need to reduce carbon emissions. We need local economic growth!
- We need to look at changing the economic incentives
- Hmm, it is wrong prioritizing less sustainable food stuffs. Food subsidies are for status quo, not low carbon eco-agricultural techniques. We need to re-order. We need to consider the economic benefits of re-wilding.
- Some of the money from the food industry needs to go to wards health food availability and community food initiatives.

#### Local food

- Favourable policy / regulations to allow all to sell their own produce at market
- How do you stimulate demand and supply for local food – how is this categorized?
- What is local?
- Need to bring production closer to distribution – why should farmers have to live in far out locations?
- Work with supermarkets
- Adjust competition law.
- Is it too expensive? Farmers' markets are so expensive as are real foods, particularly organics. Seasonal food can be cheaper.
- We need to se up areas in communities to see cooking in action. Even those who used to cook don't do so now as it's easier not to.
- We need community-supported agriculture.
- We need street markets to complement farmers' markets

#### Food in the public sector

- Policy and legislation can affect change.
- Public food = 1% of Scotland's grocery bill (£150 million versus £9.74 billion) so likely to be of limited value.
- It is of symbolic importance.
- Public sector = NHS, prisons, council activities, schools, others (univs, colleges) will be voluntarily involved.
- It is valuable in terms of providing leadership.
- We must monitor and evaluate health outcomes.
- What is the adequacy of public sector budgets to support sustainable local food proposed in the GFN doc.?
- It is good for users of the public sector but what happens when they go back to home /community.

- Acknowledgement of the hard choices and decisions that need to be made – the budgetary constraints and conditions.

## Food Commission

The government has announced to appoint a Food Commission and asks us how a Food Commission could best help to become a Good Food Nation. Nourish explained that from what's outlined in the government paper, it is not clear exactly what the Food Commission would look like. There are a lot of different things that are called 'commission'. Nothing is decided yet about what the Food Commission will be and thus we can all make suggestions. Helpful in making suggestions for the Food Commission are reflections along the following lines (see also the annex at the end of this document):

What would its remit be? (Why does it exist? Who does it exist for?)

What would its tasks be?

Who would be involved and how?

What would its powers be? How democratic would it be?

How independent would it be?

Who would it report to?

People reflected on 2 questions:

1. What is the most important thing for the commission to do?
2. What is the most important thing in how it is run and set up?

### What is the most important thing for the commission to do?

- Ensure that all sectors, research, education public service etc. are working towards the GFN vision
- Initially identify priorities
- Drive policy reformation
- Needs to get across message that good food is vital to living well and people need to have tools to make people proud of a Scotland where it is second nature to buy, cook, eat, sell, grow fresh, tasty, nutritious and environmentally friendly food.
- To define, uphold and defend priorities that will provide Scotland with a responsible, ethical and sustainable and competitive food sector.
- To make sure the distribution of members is representative of the needs of the actual population.
- Be guardian of and champion for the agreed vision of the GFN.
- Be sure that all aspects of food from growing and eating, selling, cooking buying etc. have considered the impact on health inequalities environment, communities, education and local economies.
- To address food issues as the start of life ..not as an economic commodity.
- Identify long-term goals and establish a calendar with deadline of important steps – with a time limitation for action.
- It needs to join up and rationalize the plethora of initiatives
- It needs to measure outcomes / achievements or initiatives and prune.

- Needs to address behavior change, production-consumption-waste...work on how to achieve this and the resources it would take e.g. education, social marketing, public information etc.
- To set direction on policy in Scotland, to have the power to provide independent advice to government and parliament and to work independently.
- Ensure government food policies are adhered to and manage to enable access across all food sectors: voluntary, industrial and communities.
- Act as a sounding board and oversee a balanced approach.
- Must be able to commission research to inform decisions about re-allocation of resources
- Evidence based recommendations at core of purpose
- Having a BIG and STRATEGIC approach to GFN.
- Change happens with not to
- Help build maintain and deliver a holistic approach to food policy.
- Plan from the baseline (today!).
- Create actionable measures
- Monitor, evaluate and adapt as necessary to ensure food policy is effective and achieves objectives and aims
- Aims and objectives set from outset...baseline to measure against.

#### The most important thing in how it is run and set up

- If it's about having everyone involved, how does the community sector do this – how are they supported to contribute or be heard?
- To have a modest budget to ensure continuity.
- 5 members from agriculture / food marketing / manufacture / retail / restaurants, 5 from health and wellbeing and community interests, 5 research members
- Appoint a truly independent chair to ensure the broad range of food considerations are considered and the agenda is not dominated by one theme (as in likely economic growth)
- Have diverse voices from different sectors of society
- Independent and representative of all sectors with adequate resources.
- To be able to separate their role in the food commission from whatever their position is in society
- Made up of not the usual suspects
- short term working groups
- Ensure representation across all sectors of food industry including supply chain and private sectors.
- Recruitment policy transparent and wide range, not just interested people and elite.
- Maximum 2 years in post.
- Avoid another puppet talking shop and instead have scope and ability to make a difference on the ground.
- To get right – be seen as authoritative, evidence based, open and participative on the role of people and nature, with open calls for evidence.

- Must not be led or unduly influenced by food industry – must be impartial but committed to achieving goals of GFN.
- That it is an independent body capable of stating its opinion about progress and necessary research focus.
- Independent advice to government on policy.
- To be democratic and accountable
- It needs to fully understand all aspects of food in Scotland.
- It needs to be meaningful and have impact on legislation regarding food.
- It needs to be an independent commission with continuity and independence from government.
- Needs to include all stakeholders, i.e. get everyone in the room.
- Needs to have teeth, make recommendations on legislation, e.g., food labeling, marketing of junk food to children etc.
- Must be allowed an independent voice
- To get right, and be open and transparent.
- To be relevant and are of the needs of the agricultural sector and grassroots projects working to support that sector
- Have the powers needed to enforce action based upon clear targets which underpin GFN.
- Clarity of mission, responsibilities and power.
- For government to have a clear policy which the commission promotes and enforces.
- To understand the cultural backgrounds of different groups in Scotland.
- Clear role and remit
- Not dominated by vested interests – all work to common goal
- Accountability
- Transparency
- Guardian of ensuring high standard of food across Scotland
- Have enough clout and power to affect change through the various players of the Scottish food landscape.
- Be sure to get the right breadth of knowledge and experience.
- Not to represent views of particular organisations but to use experience.
- Have the ability to identify priorities and to ensure this happens.
- Must be accountable.
- It should represent the needs and requirements of the full range of businesses enterprises and agencies working within the food sector.

## An idea for concrete action in the next year

During this section, started thinking about ‘concrete things’ that need to change/happen... in Scotland.. in our areas... and within the next year.

1. what does the government need to change or do differently?
2. What do we (as orgs and individuals) need to change or do differently?

Delegates came up with the following suggestions:



- Provide more support to community projects and local activities / schemes
- Provide more support to community cooking to engage people – open kitchens and free food
- Explore possibilities of social finance fund to support better health / food choices / environmental impact.. investments not grants.
- Concentrate n health outcomes, not economic, education etc.
- Define purpose, outcomes, and how these will be measured / monitored.
- GFN needs to become a well known 'bread' – i.e. expand its reach beyond the usual suspects in food circles concept needs to be culturally embedded.
- For government to write a clear policy on food
- Create a market place with more real food on offer – street markets daily, change supermarkets policies,
- Target public places – schools hospitals – to implement new good food policies.
- Carefully analyse where the money goes. – Subsidies to whom, what benefit, and where the value add goes for different options.
- Define good food: nutritious? Sustainable? Affordable? Profitable?
- Allow public sector food revolution – fund this adequately – allow public sector to lead by example.
- More of a focus on education – not necessarily in the classroom – food education, partners, i.e. RHET, can be used more in both quality and quantity.
- After consultation have clear actions to make a real difference.
- Proper action plan
- Begin focus on ground upwards in terms of sustainable farming initiatives and education in primaries and upwards.
- Make access to land for community growing easy - less hindered by policies, councils and the what we've always done mentality.
- Researchers to identify key areas that can contribute to the GFN vision and begin to seek out partnerships to create working groups for these.
- Allow public sector food revolution .....fund this adequately
- Allow public sector to lead by example.
- Recognise that good nutrition has a positive impact on health and for this to actively be part of the health service.
- Address conflict of EU subsidies to mass monoculture production and which do not support small farms
- Increase awareness of importance of true cost of food with a view to reduce reliance on cheap food.
- Instigate broad thinking on how to change our food culture, involve education, creative industries and community food projects,
- Acknowledge that good health is dependent upon good food and that it overrides the economic importance of food in Scotland
- GFN to be better known and considered in planning, health, social care, education, CPP level, Govt, NHS & LA.
- Involve local communities – create many repeated (not one off) events e.g. workshops that are fun, with good sustainable ingredients.

- Food manufacturers need to be halted from producing food containing additives that are detrimental to health.
- Assert definitively that good food for all takes priority in all government policies.
- Government to allocate resources and pursue GFN
- Address the socio economic barriers that make it challenging to become a GFN – health, inequality and food poverty.
- Establish the Food Commission and ensure that it has the necessary scope power, make up and funding to deliver or at least influence the changes needed.
- Start here and now in your own every day decisions – what will you cook tonight, where will you buy your food and what will you serve at event you're organizing at work?- low carbon, local, fresh, appetizing, healthy!?
- Get more people growing, processing and exchanging / selling food – enable this
- Government allow more land for public use to grow food.
- Individually grow more food and make healthier food choices to create better habits and encourage others.

END of summary of event.

## Appendix

### Examples in support for reflecting on Food Commission

	Bristol Food Policy Council	Commissioner for Children and Young People
Who nominates	Set up upon and according to recommendation in <a href="#">Who Feeds Bristol report</a> (commissioned by city council and NHS)	Parliament is nominating one person as commissioner
Who is involved	<u>High-level strategic grouping:</u> members represent Production; Wholesale; Business development; Local Government; Catering Green Capital; Non-governmental food organization; Retail; Health; Community; Education/Training. <u>Chair:</u> professor from Cardiff University <u>Administrative support:</u> Bristol City Council	1 paid commissioner and a small staff team
Function/remit	Influencing and advocating for national, regional and local policies that support development of healthy, sustainable, resilient food systems	<ul style="list-style-type: none"> <li>- promote rights of children and young people</li> <li>- assess the adequacy and effectiveness of law, policy and practice;</li> <li>- promote best practice by service providers</li> <li>- commission, undertake and publish research on matters relating to the rights of children</li> </ul>
responsibilities	<ul style="list-style-type: none"> <li>- To support and champion the Good Food Plan through working with others</li> <li>- Delegating specific tasks and programmes and overseeing the progress made</li> <li>- Facilitating co-ordination of the different elements of the Bristol Food Policy</li> </ul>	<ul style="list-style-type: none"> <li>- The Commissioner must encourage the involvement of children</li> <li>- consult children on the work to be undertaken</li> <li>- consult organisations working with and for children on the work to be undertaken</li> <li>- The Commissioner may carry out an investigation into a service provider</li> </ul>
		<p>The Commissioner may require any person:</p> <ul style="list-style-type: none"> <li>- to give evidence on any matter within the terms of reference of an investigation</li> <li>- to produce documents in the custody or control of that person which have a bearing on any such matter</li> </ul>

## 7 Tips for making effective responses to consultations

**1 Read and follow the instructions.** Some consultations give specific instructions on how to submit a response, for example, the length of responses, deadlines for responding and instructions on formats. Use them.

**2 Introduce yourself.** Explain concisely who you are, whether you represent any group or organisation and what you do. It helps set the scene.

**3 Don't feel you have to comment on everything.**

It's OK to just make one or two points. Don't feel daunted if you feel you have limited expertise or experience. Everyone's opinion is legitimate and valid.

**4 Be clear.** Think about what you want to say before you start writing and identify the most important issues to you.

**5 Be brief and direct.** Ideally no more than 2-4 pages. If you can answer any specific questions posed by the consultation, then do. If you have complicated diagrams or detailed information, think about whether these can go in an appendix to keep things uncluttered.

**6 Be constructive and accurate.** If you don't like what is proposed, explain why. Suggest alternative options and be prepared to look for compromise. Make sure you have your facts right.

**7 Structure it logically.** Try and tell a story. Have a beginning (introduction and headline topics) a middle (an explanation of your key points) and an end (conclusion or summary).



**Fair Trade Steering Group (FTSG)  
Tuesday 30 September 2014, 2pm  
Cuillin Room, Charles Stewart House  
Coffee Conscience Update**

**Description of paper**

The paper for noting comprises an update from University supplier Coffee Conscience on the planting of their 1000<sup>th</sup> fruit tree as part of a wider programme of support for local community projects.

**Action requested / Recommendation**

FTSG is invited to note the paper, and members are asked to disseminate the content through their networks as appropriate.

**Background and context**

UoE supplier Coffee Conscience Limited was one of the first national companies to supply Fairtrade to sector businesses including universities, colleges and local authorities. The company roasts green coffee beans in Glasgow and Dundee and has its main distribution centre in Perth, resulting in a reduction in food miles and carbon footprint. The University of Edinburgh was the first higher educational institute to provide Coffee Conscience as a supplier for their hot beverage menu as part of its continuing food sustainability programme.

In partnership with the University, Coffee Conscience have been running a number of promotions to further benefit local community projects and to plant community orchards. By June 2013 the University was responsible for contributing upwards of 80 fruit trees (equivalent to 4 orchards) planted at various community projects in Midlothian and the east coast. As of 5th September 2014 this had risen significantly to a total of 336 trees.

**Discussion**

In August 2014 [Coffee Conscience](#) funded its 1000<sup>th</sup> fruit tree. This milestone, alongside wider discussion of their work, was featured on BBC Radio Scotland. Managing Director Billy Miller wrote to UoE Assistant Director – Catering Services to acknowledge the role played by the University in contributing towards achieving this figure and to express gratitude for the University's support and belief in the organisation's work.

Coffee Conscience conducted some analysis on the 2.5% community spend which they give back to community groups and community projects, of which 1% of their ingredient turnover amounts to the sum donated for the apple / fruit tree project. A further 1% goes towards planting, local produce, education, and workshops within community projects and 0.5% balance towards Foodbanks and bespoke support for individual groups. The tree funding project would continue in 2014/15 and could now be easily monitored through ingredient sales and updated on a periodic basis for banner display.

Only a pipedream less than 3 years ago, the 1,000 tree milestone demonstrates how by meeting with community groups, networking, sharing ideas for their sustainability, and providing support in these challenging times for charities and community groups, a difference can be made.



The next phase would focus on messaging, reinforcing the reasons underpinning the scheme and focusing on the journey so far. The organisation would issue a press release to coincide with Apple Orchard Day. A series of pop-up stands would be displayed in UoE catering outlets, allowing the number of trees planted to be written in and updated.

### **Resource implications**

No direct resource implications.

### **Risk Management**

Risks, if any, would be expected to be broadly reputational. No mitigating action deemed necessary.

### **Equality & Diversity**

Due consideration has been given to equality and diversity as a key element of the SRS agenda.

### **Next steps/implications**

FTSG will be kept informed of further developments. Information will be shared with members for dissemination to their networks.

### **Consultation**

The paper has been reviewed by the Assistant Director, Catering Services and the Directors of Procurement and SRS.

### **Further information**

Author and Presenter Ian Macaulay, Assistant Director, Catering Services  
11 September 2014

### **Freedom of Information**

This is an open paper.



**Fair Trade Steering Group (FTSG)  
Tuesday 30 September 2014, 2pm  
Cuillin Room, Charles Stewart House  
Workers' Rights Consortium - Affiliation Letter**

**Description of paper**

The paper for noting comprises the final draft of a letter sent to the Workers' Rights Consortium on 5<sup>th</sup> September raising various points on how UoE can take its affiliation further, as part of its broader commitment to social responsibility.

**Action requested**

FTSG is asked to note the paper, consider the points raised, and reflect on the implications for the development of UoE's WRC affiliation going forwards.

**Recommendation**

FTSG is invited to endorse the paper, receive an update proposal paper once a WRC response is forthcoming, and approve its recommendations for dissemination and implementation.

**Background and context**

The University has been affiliated to the [Workers' Rights Consortium](#) since 2012. In June 2014 WRC Executive Director Scott Nova invited affiliates to take their issues or concerns to the Board of Directors meeting on 19 September. UoE response took the form of this letter, approved by Procurement and the SRS Department, which represents a co-ordinated effort to engage with the WRC to explore how UoE can take its affiliation further.

**Discussion**

See Appendix A.

**Resource implications**

No direct resource implications. Any indirect implications arising will be explored in due course.

**Risk Management**

In the main, risks associated are expected to be broadly reputational. Appropriate mitigating action will be discussed prior to implementation.

**Equality & Diversity**

Due consideration has been given to equality and diversity as a key element of the SRS agenda.

**Next steps/implications**

Response to the letter from the WRC will be fed back through the Group. FTSG will discuss any outcomes or implications for research placement opportunities; the issue of prison labour in supply chains; or recommendations for engagement strategies with non-compliant suppliers, and share information on WRC research as it becomes available.

**Consultation**

The paper has been reviewed by the Directors of Procurement and SRS.

**Further information**

Author and Presenter Liz Cooper, SRS Research and Policy Manager  
10 September 2014

**Freedom of Information**

This is an open paper.

## Appendix A: WRC letter



**Department for Social  
Responsibility & Sustainability**  
9 Hope Park Square,  
Meadow Lane, Edinburgh.  
EH8 9NP.  
[www.ed.ac.uk/sustainability](http://www.ed.ac.uk/sustainability)

5th September 2014

Dear Worker Rights Consortium (WRC),

### **Suggested questions to submit to Worker Rights' Consortium before September 2014 Board of Directors Meeting:**

As an affiliate of the WRC, we at the University of Edinburgh are getting in touch to ask some questions regarding how we can take our affiliation further, as part of our broader commitment to social responsibility. We see on your website that you welcome direct suggestions and discussion of issues from WRC members. We have been an affiliate since 2012, approved by our staff-student Fair Trade Steering Group, and are also now a founding affiliated member of Electronics Watch since early 2014, which plans to take a similar approach to monitoring factory working conditions. Our main supplier of garments (workwear), Arcco, is a member of the Ethical Trading Initiative (ETI), and so is demonstrating its commitment to the ETI code of conduct and to making improvements regarding working conditions annually. There will be a new tender process for workwear in the UK further and higher education sector in 2015, and our procurement department will work closely with the procurement consortium to advocate for further embedding of WRC principles.

In terms of our WRC affiliation, we would like to open discussion with you on the following four points:

1. One of the goals of our Social Responsibility and Sustainability Department is to provide students with research placements linked to university social responsibility practice, including researching working conditions in our supply chains. We see on your website that the WRC offers 'the ability to visit communities where factories are located and meet with workers and local NGOs' and note that 'the WRC can also help arrange internships abroad for students with an interest in human rights work in a particular country'. We would like to ask whether you are able to facilitate the establishment of any such research placements for students looking at apparel factories supplying UK universities. Your offer of 'the ability to consult on issues of interest with the labour rights experts on the WRC advisory council and other international experts and advocates who work with the WRC' would also be very useful for students carrying out such research projects.
2. We welcome your views on the issue of prisoner labour in supply chains. Your model code of conduct on your website states '*5. Forced Labor: There shall not be any use of forced prison labor, indentured labor, bonded labor or other forced labor.*', we have been exploring views on and approaches to prisoner labour. Some of us at the university are currently exploring whether we, as a University, should actively forge links with Scottish prisons, providing work opportunities as rehabilitation. We realise that the apparel factories you monitor are not in Scotland, so the context of prisons and prison labour is very different, but welcome input into the discussion.

3. We appreciate receiving your regular updates on conditions in factories producing University-branded apparel. If issues of non-compliance are found in any of our garment supply chains in future, we would like to know what sort of engagement strategy you would advocate, and in what ways you would recommend working with other affiliates on this.
4. We note that 'the WRC conducts research on important topics related to apparel production', and would like to request further information on recent research carried out, and key concerns, to share with interested networks in the university and inform our approach to social responsibility.

We hope you are able to discuss the above points in further detail with us in the near future, and look forward to receiving your response.

Yours Sincerely,

Dave Gorman  
Director of Social Responsibility and Sustainability