

TUCO Sustainability Group (TSG)

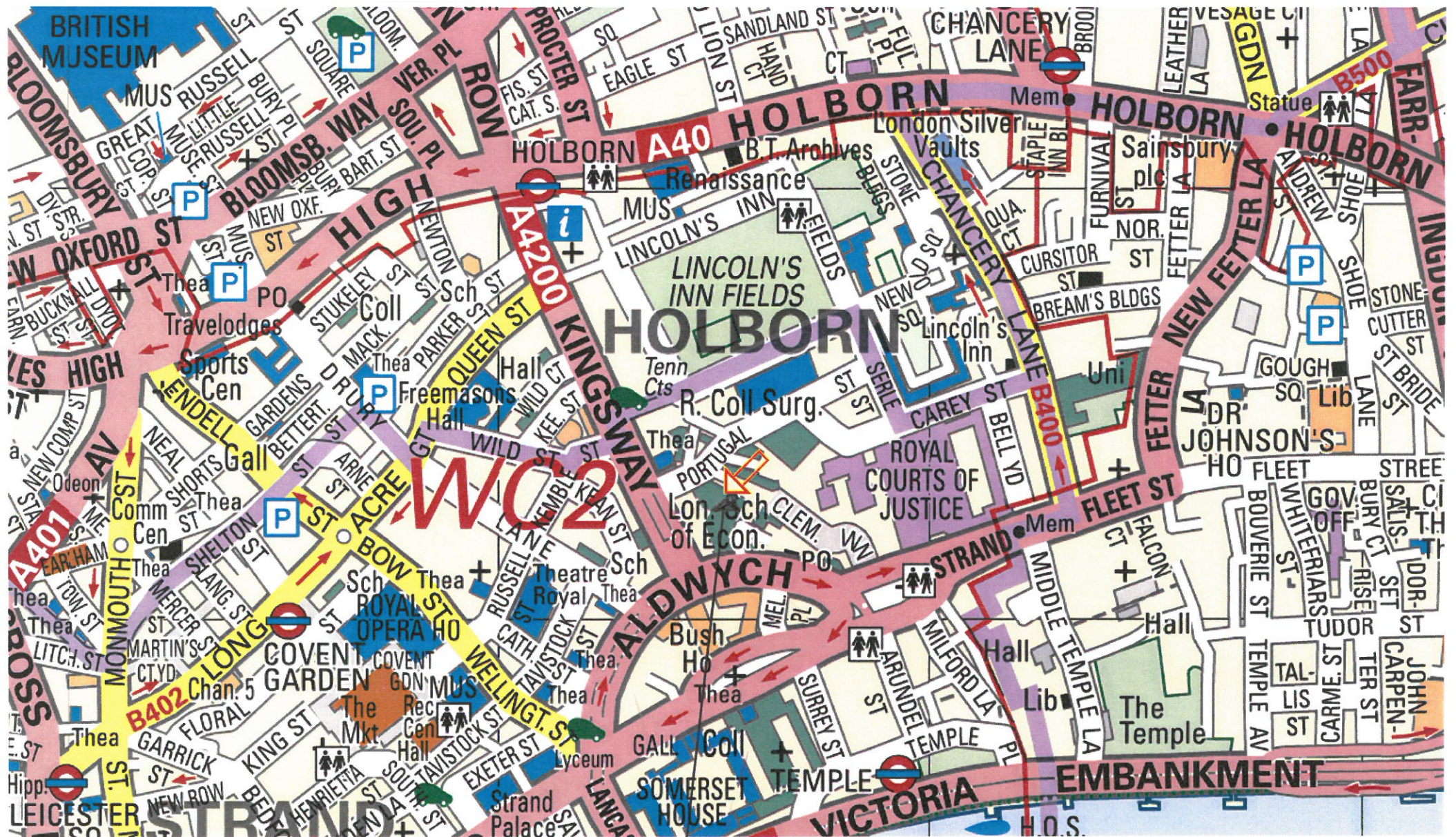
Wednesday 11th September 2019 at 10:30 am

Vera Anstey Room, Old Building, London School of Economics,

Houghton Street, London WC2A 2AE

A G E N D A

1. Introduction and Apologies for Absence
2. Presentation by Jonothan Draper from Red Tractor
3. Recycling Food Grade Plastic
4. HE Initiatives on Reusable Cups
5. WRAP and Courtauld Commitment 2025 Update
6. Meat Free and Plant Based
7. Sustainability Magazine
8. Members' Hot Topics
9. Sustainability Business Plan & TSG Terms of Reference
10. TUCO Accreditation, Palm Oil Accreditation, MSC Accreditation
11. New TUCO Website Sustainability Page Updates etc
12. UK Food Waste Reduction Roadmap and Toolkit (WRAP)
13. Presentation by Helen Harwatt on the Greenhouse Gas Calculator
14. Any Other Business
15. Dates and Frequency of Future Meetings



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TUCO Sustainability Group (TSG) Wednesday 1st May 2019 at the University of Chester MINUTES

Attendees:	David Nuttall (Chair)	TUCO
	Karen Agate-Hilton	LSE
	Joe Berry	Sheffield
	Michaela Booth	Huddersfield
	Bill Brogan	St John's Cambridge
	Bob Crossley	Nottingham
	Mike Haslin	TUCO CEO
	Judith Hoyle	TUCO (Secretary)
	Paula Martindale	Chester
	Dave Morton	Winchester
	Gavin Scott	Nottingham
	Sharon Sinclair	APUC
Apologies:	Julie Blenkarn	Hull
	Susan Brackenbury	Nottingham Trent
	Carly Bradshaw	Aston
	Gavin Brown	Leicester
	Ivan Hopkins	Nottingham Trent
	Mandy Johnson	TUCO
	Nick Leach	Portsmouth
	Clive Singleton	Warwick
	Matt Tebbit	Reading

1. Introduction and Apologies for Absence

Apologies as above.

2. Presentation by Tony Longstaff of BioHiTech

Tony gave an excellent presentation on their Food Waste Digestion system, a copy of which is included with these Minutes and we had a chance to view the system itself in action.

3. Minutes of the Last Meeting

Dave Morton and Nick Leach had visited Adelle and Dave explained that the quality of the product was good, it was their customer service that was the issue. Also, from a sustainability point of view their packaging was dreadful. Dave has also had major problems with Tiffin on the contamination side. All their surplus food is sent to charity. Members generally felt that things had improved considerably with suppliers on the sustainability side and their packaging had improved also.

4. RSPO – Chester as a Sustainable Palm Oil City

Chester is now the first Sustainable Palm Oil City in the UK. This is in conjunction with Chester Zoo, who have thanked TUCO for their input. TUCO have also commissioned a piece of work as to where our suppliers are with regard to Palm Oil and what they are doing with regard to certification etc – TUCO would be something of a ‘Head Office’ for sustainable Palm Oil and auditors, like the MSC Accreditation.

5. Recycling Food Grade Plastics

At Winchester they are targeted to remove single use plastics completely by 2022. Exeter are looking to go plastic free by 2020 but there is some dispute over ‘single use’ plastics which should be defined as those which cannot be recycled. Dave has been instructed to take plastic bottles out completely by September 2019. Coke’s new SMART Water bottles are plant-based. At Huddersfield all the drinking cups they use in hospitality are plant based. Some of the waste produced at Huddersfield goes for use on their allotments.

Bio-degradable Sauce Sachets

Bill announced that he was planning a visit to the factory the following week and they are also making edible sauce sachets which are made out of seaweed. They also do this with water for events such as the Marathon. At Nottingham they are doing away with sachets in the catered halls’ restaurants and will use salt and pepper shakers, vinegar bottles, jam pots etc. It transpired that most people were not using the SRA now and most members had dropped Fair Trade. Bill mentioned a book entitled “The Way we eat now” by Bee Wilson as it is very good on the sustainable food side.

6. Reverse Vending

The Scottish government has funded some of the cost of this and they have this system in at both Glasgow University and Heriot Watt. Huddersfield have been looking at this as they currently have 55 vending machines there and have just ordered a further 16. Members felt that the reverse vending should be the responsibility of the vending companies. David will speak to Mandy about this on her return to work.

Action: David

7. HE Initiatives on Re-usable Cups

At Nottingham they add on a 20p surcharge for disposable cups and give 20p discount for Keep Cups, ie if a cup of coffee costs £1.60 it is £1.80 in a disposable and £1.40 in a keep cup. All revenue from this will go towards sustainable projects. They also have a “Waste Not” brand across campus. For all those outlets with dishwashers, they are going to bring back china crockery. At Chester they are still using disposable cups despite having a collection scheme with Starbucks and Veolia. At LSE they are selling the keep cups at a discounted price of £5. They are able to monitor from the tills who is using either china, keep cups or disposables. At Chester they have used the levy to buy all staff and freshers either a keep cup or a water bottle. At Harper Adams they are doing a research project in conjunction with the ‘Shrewsbury Cup’ to give £1 back for each cup but there is no lids provided with them so you have to use a plastic lid. Huddersfield have one site which is either crockery or bring your own cup. There are no disposables whatsoever.

In Waitrose if you want a coffee you either have to buy a cup or bring your own. Dave mentioned a project between Starbucks and Hubbub for funding for recycling. Karen asked if any members were using Simply Cups for their collection.

8. WRAP and Courtauld Commitment 2025 Update

WRAP are holding an event on 13th May titled 'Guardians of Grub' which is all about reducing food waste. They have asked us if we can put something in the TUCO magazine.

9. Sustainability e-Newsletter

We now have a section in the monthly magazine and deadline for submissions will probably be around the middle of the month. Bob asked if anyone was using the Unilever App 'Wise Up to Waste' as they are using this at Nottingham. At Nottingham they just give the students their protein and they help themselves to the vegetables, rice, pasta etc.

10. Members' Hot Topics

APUC

They have a Responsible Procurement Action Plan across all categories. Members asked if it would be possible to get Coke to come in to the next TSG Meeting and Michaela would try to arrange this.

Action: Michaela

LSE

The Vegan Café is going really well and they are getting more outside people coming in. Karen asked if it would be possible to get Red Tractor in to present at a future meeting. The Secretary would arrange this. Mike noted the launching of the Vegan and Vegetarian framework agreement.

Action: Secretary

The Board have asked the TSG to come up with the criteria for a TUCO Accreditation. This could be based on the SRA format with the Soil Association bronze award being the absolute minimum. Dave will send the Soil Association criteria on to Mike.

Action: Dave

Members generally felt that the SRA Accreditation was far too expensive. Dave suggested that we set up a working group to progress work on the accreditation..

Chester

They are working with their geography students on such projects as 'Creature Kind' which has ways of reducing your animal products by 50% and over the last 4 years they have in fact reduced it by 30% but this is by doing such things as vegan products and by changing the milk products.

Cambridge

The main campus is serving neither beef nor lamb.

Winchester

They have a new building opening with a Vegan outlet and an alternative milk – the base is oatmeal.

Any new building in Winchester now must have, as well as BREEAM you also need a WELL Accreditation on the air, light, heating and spaces etc. Winchester will be the first university in the UK to go through this.

50% of your fruit and vegetables has to be organic. 85m² of prime retail space will go over to 'waste free', which will have to be done as carbon neutral or similar. Dave's Chef will be going on the Vanilla Black study tour.

Sheffield

One of the meats Joe is using is high welfare as he believes that you will never stop people eating meat altogether.

Nottingham

They are now into the seventh month of their vegan/gluten free restaurant and are planning to move this to their Food Court upstairs and taking away the gluten free aspect. They are also trying to reduce plastics wherever they can.

Huddersfield

The Vegan bar there has doubled its income but the Chicken bar closed within a couple of months. Michaela is also using the Coke Smart Water as the bottles are made from plant extract – she will send out contact details to get them to speak at the next meeting in 2020.

11. Sustainability Business Plan

David will share the Business Plan and the ToRs for members to look at.

Action: David

Mike will also share the EFECA Palm Oil Report.

Action: Mike

Dave will send Mike the SRA and WELL Accreditation Criteria.

Action: Dave

Mike stated that we will send these documents around the group and allocate some time at the next meeting.

12. Any Other Business

There is a Modern Slavery Event taking place at the University of Manchester on 13th June which is aimed at our suppliers. On 16th July there is a conference on 'Food Waste and Plastics' in London. Dave will circulate details to the group.

Action: Dave

Michaela announced that Huddersfield recently won the AUDE Award for Estates and Facilities Team of the Year.

13. Date and Venue for Next Meeting

Suggested date for our next meeting is Wednesday 11th September at LSE (TBC) where we hope to have a presentation from Red Tractor.

For our first meeting of 2020 we will go to the University of Huddersfield and have a presentation by Coke (CCE).

TUCO Sustainability Group (TSG)

Terms of Reference

1. Aims

1.1 The aim of the group is to support and contribute to the sustainability agenda of TUCO members and the wider Higher Education and public sector. This will be achieved by sharing best practice, developing sustainable principles and embedding them into all aspects of TUCO's core values.

1.2 Core Aims:

- Development of sustainable principles
- Embedding sustainable principles within Share, Learn, Buy and Grow.
- Engagement with suppliers to support and contribute to sustainable principles and practices
- Promotion of sustainable procurement

2. Membership

2.1 The TUCO Sustainability Group will meet twice per year.

2.2. All Members of TUCO are invited to send a representative to the group. Meetings may be capped at smaller venues. Members will be selected on a first come first served basis and selected on a regional basis to ensure a good mix of representation.

2.3 The Chair of the Group will be a member of TUCO and elected by the group.

2.4 There will be a representative from the TUCO office.

3. Development of Sustainable Principles

3.1 The group will support members to meet their statutory obligations in relation to sustainability by keeping up to date with existing, new and forthcoming legislation and sharing this information.

3.2 The group will support members to fulfil and enhance their own sustainability agendas through facilitating the sharing of best practice nationally and internationally, highlighting future trends and innovation.



The University Caterers Organisation

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- 3.3 The group will provide a forum for discussion of best practice and implementation of sustainability initiatives.
 - 3.4 The group will make recommendations to the TUCO Learning & Development team to support members in implementing best practice and ensuring compliance with statutory obligations.
 - 3.5 The group will invite speakers to share their knowledge, best practice and initiatives. Speakers may be invited from member organisations and institutions or external organisations.
- 4. Embedding Sustainable Practices**
- 4.1 The group will seek to assist members to embed sustainable practices in their Institutions through the sharing of best practice.
 - 4.2 The group will write and regularly review the criteria for the Sustainability Award.
 - 4.3 The group will ensure that sustainability best practice identified from member institutions is fed into the agendas of TUCO's other main focus areas - Learn, Share, Buy & Grow.
 - 4.4 The group will ensure that agreed sustainable practices relating to the supply chain are taken into account during the TUCO tender process.
 - 4.5 The group will ensure that any statutory obligations relating to the sustainability of the supply chain are included within the TUCO tender process.
 - 4.6 The group will support TUCO to achieve the appropriate level on the Flexible Framework or other such accreditations.
- 5. Engagement with Suppliers**
- 5.1 The group will support members to develop and improve supplier relationships, enabling them to fulfil their own sustainable objectives more effectively.
 - 5.2 The group will work with members to identify common 'challenges' associated with developing a more sustainable business that would benefit from being driven nationally through a collective approach; this will enable the group to work with suppliers to identify innovative solutions or to influence suppliers to look for them.



The University Caterers Organisation

5.3 The group will liaise with Key Stakeholders to drive sustainability initiatives and influence the market.

6. Promotion of Sustainable Procurement

6.1 The group will encourage members to share information on sustainability practices and disseminate information within their own institutions.

6.2 The group will produce an e-newsletter three times a year to inform the wider audience of best practice, new developments and guidance.

7. Monitoring and Measurement

7.1 The group will develop, or assist in the development of Key Performance Indicators (KPIs) to measure the success and/or progress of core aims

7.2 The group will review the KPIs at each sustainability group meeting and agree the action to be taken in areas that require improvement.

7.3 The group will monitor what sustainable practices have been adopted by the TUCO team and the other main focus areas – Learn, Share and Grow.

7.4 The group will circulate a short survey to members on an annual basis in order to obtain feedback on the value of the group.

7.5 The minutes of the group will be circulated to members in the spirit of transparency and to encourage engagement with the sustainability agenda.

8. Tenure of Sustainability Group Members

8.1 Representatives

There is no limit to the time a representative can serve on the TSG and any change of representative is the responsibility of the chair.

Group Chair

The Chair serves for a term of two years, renewable by a vote of the TSG.

Dated 11/09/2019

Sustainability Business Case

VISION

To be nationally recognised as the lead voice on sustainability within our sector

INTENT

Supporting sustainable actions within TUCO

Critical Success Factors	Action/Resource Requirements	Priority H/M/L	How	When	Person Responsible
We must ensure sustainability is embedded in all areas/activities of our business	Highlight that sustainable policies are contained within all commodity group contract tenders & proposals. That sustainable considerations are involved with in conference & training planning. Sustainability group (TSG) to support	High	Category managers engaged Suppliers engagement & buy in News stories on website Social media. Press releases highlighting good practice. Sustainability group members to be ambassadors & promote stories in their regions		Sustainability group meetings. Ongoing through Marketing & comms
We need to increase member engagement in sustainable policies	Sustainability group members to be ambassadors & promote stories in their regions. Agenda item on the regional meetings for chairs to promote	Medium	Group established, need to ensure regular meetings with periodic progress reports.	Twice a year.	
We must increase and encourage accreditation with the sector	Create marketing plan for potential TUCO accreditation and Palm Oil accreditation. Review the success of the sustainability training course for the Academy.	High	Actively promote the TUCO accreditation, Palm Oil accreditation and implement the marketing plan. Review take up of courses and financial impact	Ongoing End 2020	

We will generate case studies linked to successful sustainable practices (PR and communications link)	Case studies to prove previous success stories and benefits with kpi's from members.	Medium	Produce case studies and actively promote through the magazine and website. Showcasing the benefits including the ethical stance and well as the financial rewards to be had.	On going Twice per year	
We will provide a tool box of sustainable best practices for members to utilise	TSG to develop this with the help of TUCO office and Academy Manager	High	Research the market to establish examples of best practice; create case studies and promote to members.	On going	
Active in national debates with aggressive marketing getting our sectors voice across	Establish links with key influencers in sector and wider industry.	Medium	Identify the key influencers working with the sustainability group and open door. Involvement with national debates such as at the TUCO winter conference	End 2020	
We must ensure that sustainable initiatives & successes are communicated in a professional manner to ensure gravitas within the industry	Engage with members to identify initiatives.	Medium	Create a marketing campaign to raise the profile. Phase the stories & 'drip feed' throughout the year Link timeline & news stories are shared in a 'timely' manner. Link with marketing and communication through board meetings and Mike.	On going	
We must continually evaluate our members sustainable practices	Create a brief for research into sustainability practices within the membership.	Medium	Research topics to consider and evaluate through TSG	Easter 2021	
We must work with suppliers to improve	Identify a provider to create a framework to measure		Implement a sustainability supply chain mapping tool to evaluate suppliers' credentials	Immediately and ongoing	

their sustainability credentials.	sustainability in the supply chain. Using NET POSITIVE		and build a road map for improvement. Add as a standard item at contract review meetings and proactively manage take up.		
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