

TUCO Sustainability Group (TSG)
Tuesday 5th September 2023 commencing at 09:00 am
via Microsoft Teams

A G E N D A

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|--|-------|
| 1. Welcome and Apologies | MT |
| 2. TUCO Academy Updates around Sustainability | SM |
| 3. Minutes of the Last Meeting and TUCO Update | MT |
| 4. ProcureWizard (Labelling/GHG Calculator/Carbon Monitoring) | MH/MT |
| 5. Menus of Change <ul style="list-style-type: none">• Update from Sarah | SM |
| 6. Local Producers | MH/JE |
| 7. Procurement Update | JE |
| 8. EPR – new legislation | K-AH |
| 9. CSR Policies for the Group to approve <ul style="list-style-type: none">• Modern Slavery Act Statement• Environmental Sustainability Policy• Sustainable Procurement Policy | All |
| 10. Round the room discussion on sustainable initiatives | All |
| 11. Panel debate discussion for future meetings – would members like to select a topic and discuss with professionals? | All |
| 12. Any Other Business | |
| 13. Date of Next Meeting | |

TUCO Sustainability Group (TSG) Tuesday 28th March 2023 at 10:00 am via MS Teams MINUTES

Attendees:	Matt Tebbit (Chair)	Reading
	Karen Agate-Hilton	LSE
	Sarah Cawthorne	Nottingham
	Judith Hoyle	TUCO (Secretary)
	Annabel Hurst	Cardiff
	Mandy Johnston	TUCO
	Louise Levens	APUC
	Cherese Lewis	Leicester
	Paula Martindale	Chester
	Sarah McLoughlin	TUCO Academy
	Chris Murphy	Chester
	David Nuttall	Harper Adams
	Jonathan Stevens	TUCO Online
	Ros Wilkinson	Lancaster
Guest Presenters:	Duncan Goose	One Water
	Sophie Harrison	WRAP
Apologies:	Hayley Deville	Kent
	Lee Hallam	FX Plus
	Mike Haslin	TUCO
	Ivan Hopkins	Nottingham Trent
	David Morton	Winchester
	Phil Rees-Jones	Cardiff
	Alex Sim	Bristol
	Emma Woodcock	Keele
	Caroline Wynn	Bristol

1. Introduction and Apologies for Absence

Apologies as above. Matt welcomed everybody to the Meeting.

2. Minutes of the last Meeting

These were agreed as read.

3. Presentation by Duncan Goose from One Water

A copy of Duncan's presentation is attached to these Minutes.

4. Presentation by Sophie Harrison of WRAP

A copy of Sophie's presentation is attached to these Minutes.

5. Academy Updates on Sustainability

Sarah is looking to plan a sustainability tour in conjunction with Forest Green Rovers. We will be returning to Studentwerke this year which will include a visit to a wine university. Sarah explained that in Germany all their sustainability is government-led. We will be holding an Ethica webinar on RSPO on 4th April and a Plastics webinar in July. We are still awaiting a response from Cadbury's as to whether they will be attending the upcoming panel discussion.

Menus of Change

We have been working with Alison from the Culinary Institute of America and also Harvard to potentially set up an accreditation system. We are hoping to use NetPositive to help with the accreditation. There are still places left on the Menus of Change Leadership Conference including two bursary places – deadline for applications is 7th April.

6. ProcureWizard

TUCO are looking to do a DPS for Carbon Emissions and are currently in conversation with the likes of Klimato. Mandy questioned whether it would not be better to go with just one supplier. We are also looking at how we put our existing calculator into Access.

7. Sustainability Insights – Survey Results

13 members responded with details of their projects, of which six would like help with writing up their projects and four with filming the projects. Projects included:-

- Room sensors to allow smart environmental solutions to reduce energy in the room
- Behavioural change on Meat Policy
- Quantitative assessment of social value
- Circular economy – single use cups
- 65% plant based hot food menu
- Allotments tended by the students – the produce is then sent to the Catering Team to use
- Plastic-free carbon labelling
- Community Fridge – leftover meals are boxed and labelled and put in the community fridge for students to take free of charge
- Project and Life – leaving students donate clothes and other items for incoming students
- Implementing Klimato carbon labelling across all catering
- Coffee grinds go to research
- Eradicating single use coffee cups
- Provide Grounds team with spent coffee products

8. Local Producers

Jane and Mandy have been working on this.

9. Procurement Update

We are working with NetPositive to gain better understanding of what our suppliers are working on. Suppliers will put information into the system and this will then give them a score. This is the same tool that will be used for Menus of Change. We will also be focusing on the circular economy and carbon reduction. TUCO are also working with David at Harper on his food waste project.

10. Energy Management for Commercial Kitchens

We will be looking for a single supplier and TUCO will be working on this. Mandy asked the question as to whether we get a single source on this.

11. Sustainability Business Plan

Mandy explained that this had been updated just before Christmas and Mike Haslin will be looking after this going forward.

12. Sustainability Initiatives

Harper Adams are converting their plastics into 3D Print Cartridges to hopefully eradicate all single-use plastics on site.

13. Any Other Business

Ros advised that Lancaster have just achieved the Eco Smart Green Gauge Platinum Award.

14. Date and Venue for Next Meeting

This will be held online on a date to be confirmed.



The University Caterers Organisation

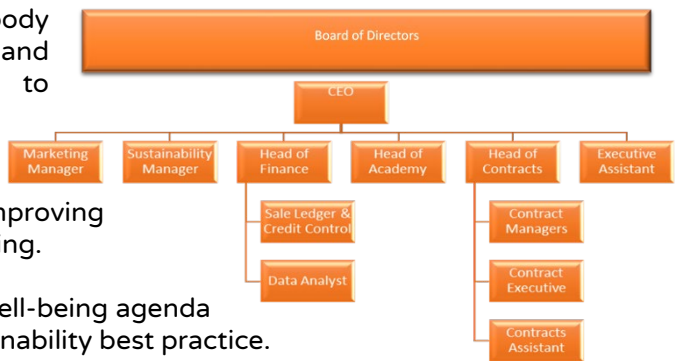
MODERN SLAVERY AND HUMAN TRAFFICKING STATEMENT

Modern Slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain.

This statement is made pursuant to section 54(1) of the Modern Slavery Act 2015 and constitutes our slavery and human trafficking statement.

Organisational structure

TUCO Ltd is the leading professional membership body for 'in house' caterers operating in the higher and further education sector. We are committed to advancing the learning and developing of catering and hospitality teams, and work to provide quality standards, advice, and information to those working in the sector. TUCO Ltd is committed to improving our practices to combat slavery and human trafficking.



TUCO Ltd is committed to driving the health and well-being agenda on behalf of its members and is at the fore of sustainability best practice.

The table below needs updating to:

Number of members is 661.

Past year spend based on latest available figures (ie Jan 22 – Dec 22) is £130m.

Last year financial spend (ie Apr 21 – Mar 22) is £93m.

Framework agreements: 22

Suppliers: 327 total (293 unique)

Our supply chains



From local to Global, TUCO Ltd recognise that our activities have both positive and negative impacts on the environment. To mitigate supply chain risks, TUCO Ltd have requested copies of Modern Slavery Statements from all relevant suppliers and requested acknowledgement of the Legislation from SME's.

Following collaboration between SUPC, UoM, NWUPC, NEUPC and TUCO Ltd, we now providing suppliers with access to a free, online tool that helps them create a Sustainability Action Plan for their business. The NETpositive supplier development tool is designed to support and develop the supply chain as part of an ongoing commitment to embedding sustainability in procurement process. A key feature of the tool is the inclusion of content specifically addressing the requirements of the new Modern Slavery Act.

OUR POLICIES ON SLAVERY AND HUMAN TRAFFICKING

We are committed to ensuring that there is no modern slavery or human trafficking in our supply chains or in any part of our business.

In light of the obligation to report on measures to ensure that all parts of our business and supply chain are slavery free we have reviewed our workplace policies and procedures to assess their effectiveness in identifying and tackling modern slavery issues.

Our workplace policies and procedures demonstrate our commitment to acting ethically and with integrity in all our business relationships and to implementing and enforcing effective systems and controls to ensure slavery and human trafficking is not taking place anywhere in our supply chains.

- TUCO Ltd Environmental Sustainability Policy
- TUCO Ltd Sustainable Procurement Policy
- Modern Slavery and Human trafficking Statement
- Balanced Scorecard

Sustainable Business Plan

Due diligence processes for slavery and human trafficking

As part of our initiative to identify and mitigate risk we have in place systems to:

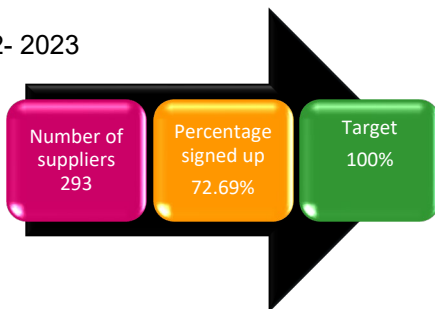
- Identify and assess potential risk areas in our supply chains.
- Mitigate the risk of slavery and human trafficking occurring in our supply chains.
- Monitor potential risk areas in our supply chains.
- Protect whistle blowers.

Supplier adherence to our values

We have zero tolerance to slavery and human trafficking. To ensure all those in our supply chain and contractors comply with our values we have in place a supply chain compliance programme.

The Modern Slavery Act 2015 requires organisations with a turnover of £36 million or more to produce and publish a slavery and human trafficking statement each financial year. As we are committed to ensuring that there is no modern slavery or human trafficking in our supply chains or in any part of our business, TUCO Ltd carry out due diligence throughout the tender process in relation to the Modern Slavery Act.

2022- 2023



TUCO Ltd have engaged with NETpositive Futures to offer TUCO suppliers a development tool to assist them in developing and imbedding a sustainability action plan. The tool includes content that specifically addresses the requirements of the Modern Slavery Act, encouraging all suppliers, irrespective of annual turnover, to make a public commitment to act against Modern Slavery.

We have a dedicated sustainability group which consists of TUCO Ltd Board Members, employees, and members. The sustainability group is led by the TUCO Sustainability Manager.

Our Category Managers complete regular contract review meetings with our Sustainability Manager where compliance to Modern Slavery Act is reviewed and actions documented. Compliance against the MSA forms part of our Sustainable Procurement Policy and Sustainability Business Plan. The Sustainability Business Plan is reviewed regularly by our internal stakeholders, CEO and Sustainability Manager.

Training

To ensure a high level of understanding of the risks of modern slavery and human trafficking in our supply chains and our business, relevant staff are MCIPS qualified or working towards the qualification and therefore follow the CIPS Code of Conduct. Relevant staff have completed the CIPS Ethical procurement and supply course.

TUCO Ltd CEO

Mike Haslin

Signature:

Review Date: March 2024

TUCO Environmental Sustainability Policy Statement

Introduction

TUCO Ltd is a not-for-profit organisation operating in the Public-Sector catering arena. The aim is to provide a range of procurement services, compliant with legislation, maximising buying power whilst taking account of social and economic values and responsibilities.

As part of our sustainable development plan, TUCO Ltd aims to embed sustainability within all functions of the business. This includes a commitment to work collaboratively with our internal and external stakeholders to find innovative solutions to some of the bigger challenges faced by society. We will take necessary decisions and provide suitable investment to realise our vision of stimulating economic growth, maximising wellbeing and protecting our environment, without affecting the ability of future generations to do the same. We strive to be leaders in our sector.

TUCO Ltd Accountability

As a National catering purchasing consortium, TUCO Ltd are accountable for and committed where possible to:

- Promoting the prudent use of natural resources and the minimisation of waste.
- Seek to procure goods and service that minimise the negative and enhance the positive impacts on the environment and society, whilst meeting the needs of our members.
- Promote the reduction of natural resources
- Encourage the use of recycled materials and recycling initiatives
- Fulfil all legal and compliance obligations
- Support TUCO Ltd members with their sustainability objectives
- Collaborate with Industry experts such as WRAP and NETpositive to develop strategies to address key environmental issues.
- Encouraging the use of sustainable transport.
- Remain a signatory of the Courtauld commitment 2030 by WRAP.
- Investing in the NETpositive Supplier Engagement Tool, which embeds sustainability in the procurement process
- Supporting the Public-Sector Food Procurement Initiative (PSFPI).

TUCO Ltd Environmental Sustainability Objectives:

TUCO key Sustainability objectives aim to:

- Create Sustainable Framework Agreements structured and communicated to appeal to the widest possible number of suppliers.
- Adhere to appropriate quality assurance standards for food safety, animal welfare and production.
- TUCO Conference to follow sustainable principles and practices wherever possible
- Promote best practice through collaboration with all internal and external stakeholders.
- Offer academic and practical courses to TUCO members on Sustainability.
- Ensure the TUCO Sustainability Group meet at least bi-annually and online.
- Regularly review and update TUCO Sustainable Business Plan
- Regularly consult with our members
- Ensure that this policy is available to our members and suppliers
- Encourage members to support higher welfare standards for food and farming
- Promote our suppliers, especially SME's who share the same values as our members
- Support, communicate and promote procurement processes that support sustainability practices

Communication

This policy is an integral part of our tender documentation for every framework agreement. Copies are provided to all current suppliers when updates occur or when there is a change in policy or legislation.

This policy statement is available to all internal and external stakeholders via the TUCO Ltd website at www.tuco.ac.uk.

The TUCO Sustainability Group are responsible for ensuring that the policy statement is regularly reviewed to ensure corrective and preventative actions have been taken to deliver continual improvement.

Review Date *March 2024*



The University Caterers Organisation

TUCO Sustainable Procurement Policy

Introduction

TUCO Ltd is a not-for-profit organisation operating in the Public-Sector catering arena. The aim is to provide a range of procurement services, compliant with legislation, which will maximise buying power whilst taking account of social and economic values and responsibilities.

Sustainable Procurement Task Force define Sustainable Procurement as “A process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and to the economy whilst minimising damage to the environment”.

As part of the process to improve procurement performance at TUCO Ltd, we have embedded Sustainable Procurement within all compliant framework agreements as we recognise that food & sundry commodity choices have potential to promote responsible sourcing & traceability within the supply chain and influence a healthy lifestyle.

TUCO Ltd's Commitment to Sustainable Procurement

- Compliance with environmental legislation and regulatory requirements.
- Interact with WRAP to help develop and keep current internal documentation and devise strategies to deal with key issues.
- Business signatory for the Courtauld Commitment 2030, to ensure food and drink production and consumption is sustainable from producer to consumer.
- Encourage the implementation of Environmental Management Systems, Environmental Policy or equivalent to help 1st tier suppliers identify & address points of sustainability risk in the end-to-end supply chain.
- Encourage Environmental Industry Standard Accreditation (Micron 2, FSC, MSC, ASC) to help maintain / improve food safety and quality where necessary and promote more sustainable farming methods and animal welfare.
- Promote Value for money, including consideration of whole life costs throughout contracts.
- Increase participation of Small Medium Enterprises (SME's).
- Work with suppliers to provide a range of products to meet special dietary requirements, good nutrition and healthier options, in line with UK dietary goals.
- Support fairly traded food and drink within legislative requirements.
- Promote responsible drinking and alcohol awareness.
- Endeavour to reduce carbon footprint and lessen emissions which impact on climate change and avoid the waste of natural resources through cleaner processes and technologies.
- Explore opportunities to reduce energy and water consumption and use alternative renewable options where possible within the supply chain and within contracts

- Promote reduction of waste throughout the supply chain
- Ensure that every aspect of the behaviours and principles specified by the Modern Slavery Act 2015 is supported and maintained by TUCO Suppliers.
- Encourage the 4R's (reduce, reuse, recycle and re-think) throughout the end-to-end supply chain and within contracts. Promote increased use of fresh, organic, regional and seasonal produce.
- Develop transparency within the supply chain and supplier organisations with regards to worker's rights, environmental issues, fair working practices and promoting a living wage.
- Support suppliers who commit to community investment by local sourcing, sourcing from dis-advantaged communities, disabled, ethnic minorities and highlight the availability of external/third party auditors such as the International Labour Organisation and Ethical Trading Initiative to suppliers.
- **RSPO - Palm Oil within tenders and on PW**
- Provide the Netpositive supplier development tool to suppliers to enable them to create a sustainability plan throughout the contract period.

Policy Management

Key Performance Indicators will be developed together with evaluation criteria to monitor and measure our progress and mitigate adverse risk.

Policy Review

The TUCO Sustainability Group Members shall be responsible for ensuring that this policy statement is regularly reviewed to ensure corrective and preventative actions have been taken to deliver continual improvement.

Review Date *March 2024*