**Sustainable Food City Partnership Aberdeen**

**(SFCPA) Meeting** 24.08.17

**Present:**
Brian Menzies Enscape Consulting Ltd.
Dave Kilgour Aberdeen City Council
Dave Simmers CFINE
Fiona Young Tillydrone Community Flat
Flora Douglas Robert Gordon University
Hilary Bell NHS Grampian Public Health Directorate
Lesley Dunbar Aberdeen City Council (SFCPA Chairperson)
Sinclair Laing Aberdeen City Council

**In Attendance:**Laura Penny Sustainable Food City Partnership Aberdeen Co-ordinator
Ronan McGarry Soil Association

**Apologies**:
Jenny Gordon Aberdeen Health & Social Care Partnership
Cath Pilley The Allotment Market Stall

**Minute of meeting:**

**Welcome**Ronan McGarry introduced to SFCPA – he will be the Soil Association contact going forward. Aberdeen are a ‘priority area’ for the Soil Association. His colleague Beth will also be available to support us, with specific knowledge on food policy.

**Minute of Last Meeting:** Agreed and seconded (Hilary & Brian).

**Updates on Actions from Last Meeting:**

**Food Growing Report:** report going to council committee 29th August for approval. 12 projects were highlighted/ put forward for bids for funding. A Development Officer position (hosted by CFINE) was also proposed. Report: <http://tinyurl.com/y7lhzjwt>

**Update:** Committee report was approved. Press release: <http://tinyurl.com/yahkalbm>

**Food Growing Strategy:** Greenspace Scotland will be assisting and collaborating on the development of the food growing strategy and framework around it going forward. Food Growing Strategy Steering Group will meet with Greenspace to firm up a Memorandum of Understanding, and a plan of action for the next 6 months.

**Summer Holiday ‘Food and Fun’ Programmes:** Dave K updated that the final report and evaluation of the programmes will be available in November. Hopefully the pilots will demonstrate the need for such programmes to continue.

**Roles & Responsibilities:** As an action from last meeting, Dave K drafted a document outlining the roles of each SFCPA partner. **Action:** This will be circulated to SFCPA for feedback.

**Memorandum of Understanding:** Dave S had some revisions to make to this document. It was also noted that it would be beneficial for it to include the ‘roles & responsibilities’ which Dave & Sinclair wrote.

**Action**: Laura to send ‘roles and responsibilities’ and ‘Memorandum of Understanding’ documents to SFCPA – all to respond with proposed changes.

**Agenda Items:**

**SUGAR SMART Updates:** It was indicated that the SUGAR SMART actions were progressing in two strands – a focused campaign targeting children through education, and a wider campaign supporting businesses & organisations to take actions to reduce sugar.

**Action:** Laura and Jenny will meet Lauren Catto (Education) and Emma Williams (NHS Grampian) to discuss bringing a pilot to a local school which focuses specifically on reducing sugary drinks (e.g. similar to GULP ‘Give Up Loving Pop’ campaign which runs in England).

**Action:** Laura will share evaluation from GULP campaign (Birmingham) with Flora when she receives it.

**Food for Life Education Framework:** Dave K and Laura met with Kirsten Leask (Soil Association) to discuss the Food for Life Education Framework. This is a way to ‘break through’ into the school curriculum with food-related activity. The framework proposes a ‘whole setting’ redesign to learning; adding meaningful, enjoyable and inclusive value across Curriculum for Excellence; and joining the dots across key educational themes such as Raising Attainment, Developing the Young Workforce, Health & Well-being and Learning for Sustainability. There have been discussions about piloting a ‘sustainable neighbourhood’ approach, where one area (community centre, school, tenants etc.) could test a variety of sustainable food projects at once to pilot a whole area approach.

**Action Plan:** Laura has been pulling this together in preparation for the launch event. A summary version will be available at the launch and for sharing by email afterwards. Laura has received feedback from Beth and Ronan (Soil Association) on the action plan and this will be incorporated into the final version. It was mentioned that the Action Plan (and other SFCPA documentation) is missing a clear statement stating the aim of the SFCPA / ‘what we’re about’.

**Action:** Laura to share action plan with SFCPA – all to feed back comments/ revisions. Laura also to write a statement defining the main aim of the SFCPA and include in document for comment from partners.

It was noted that it would be useful to have a diagram slightly more technical document which lays out the function of the group, including the governance structure – for potential funders etc.. This could also help the SFCPA whilst completing future funding bids etc. **Action: (Laura/ Sinclair?)** to create a summary document with an overview of the governing structure etc.

**Food Charter:** At the launch event it would be great to have a food charter which indicated actions which individuals and organisation could take to help towards the aims of the SFCPA. Partners could sign their names to the charter instead of cutting a ribbon. **Action:** Hilary & Laura to draft a Food Charter and circulate to SFCPA for approval.

**Launch Event:** Most of the organisation is in place; Laura has confirmed catering & venue. Around 70 people have RSVP’d to attend. Lesley will take the place of the Lord Provost on the day as he cannot attend. TAMS, CFINE, Aberdeen for a Fairer World and NHS Public Health will have ‘pop-up’ stands displaying information in the entrance.
**Action:** Laura to create and circulate agenda/ information leaflets to attendees ahead of the launch; Laura also to draft background/ introductory words for Lesley to say.
**Action:** Lesley to share the invitation with colleagues to encourage attendance.

It was suggested ACC Communications Team could be helpful in preparing a press release, and the design team to assist with action plan/ food charter etc.
**Action:** Laura to provide information Comms team for press release and ask for a photographer to attend on the day.

**Follow up event:** It was agreed that the launch event will be a celebratory opportunity, but it will be useful to have a follow up event which will be a ‘working event’ in order to focus on the action plan, mapping, or indicators of progress etc. This will be in early December or January.

**A.O.B:**

**ACC Waste Team:** Update from Laura - still struggling to get a response from them. Staff showed an interest but are now on annual leave. If still no luck after a few weeks then Laura to pass to Dave K and Lesley who will progress with senior staff in the Waste Team.

**Food Standards Scotland:** Laura and Dave K met Heather Peace (FSS) to discuss linking up with SFCPA. Heather advised that FSS can assist by providing research stats and figures. She will check whether FSS could be an SFCPA partner or whether they could take on an advisory role for our group. **Action:** Laura to follow up with Heather and feedback to SFCPA.

**Funding:** With all the emails being sent out to the SFC wider network with funding opportunities, it would be handy if a central ‘funding database’ could be created. **Action:** Laura to create a funding spreadsheet to capture the various potential funding sources and circulate.

**Dave K leaving ACC:** Sinclair highlighted the gap this will leave in the group, particularly the link into Community Planning and welfare and inclusion work within the council. **Action:** Dave K will raise this with his manager and will feedback whether another ACC Officer will take his place.

**Zero Waste Scotland**: Brian suggested that Zero Waste Scotland may have resources/ staff with an interest in engaging with the SFCPA. **Action:** Brian will pass Zero Waste Scotland contact details to Laura to introduce the SFCPA and link up where appropriate.

**Procurement sub-group:** Ronan/ Soil Association have offered support in the creation & facilitation of a cross-sector food procurement working group in Aberdeen. This group will work to the aims of the SFCPA and will feed into the action plan. It should include procurement leads across the city with an aim to create/revise key procurement strategies.
**Action:** Ronan will create a document proposing what role the Soil Association will take in the facilitation of this group. Laura and Ronan will share relevant contact details to bring this forward.

**Website Hosting**: A discussion is needed around where a future SFCPA website (inc. mapping information) will be hosted – options from NHS Grampian but also potential options with CFINE who are developing a new website within the next year.

**Date of Next Meeting:** To be confirmed by email following the launch event.



