

Sustainable Food Advisory Group (SFAG)

Overview:

The Food Advisory Group will be a key forum to inform and guide the development and implementation of a Sustainable Food Strategy for Oxford Brookes University. This strategy will contribute to the University's sustainability goals outlined in the 2035 University Strategy by enabling effective sustainable food procurement, operations, and practices across the institution's estate..

Summary of Purpose

- Ensure the delivery of the Sustainable Food Strategy key vision and objectives
- Ensure the food targets and key performance indicators (KPIs) in the Sustainable Food Action Plan align with the Food Strategy and are being delivered.
- Provide governance and oversight for sustainable food procurement, operations and practices across the University
- Review food strategy, processes, and action plans annually
- Monitor, measure, evaluate performance, process effectiveness and compliance.
- Report on performance against targets and KPI's on a quarterly basis.
- Ensure sustainability KPIs are embedded within the food tendering process and suppliers meet targets within the Sustainable Food Action Plan including carbon, plant-based food, fish, palm-oil, packaging, local-spend and Fairtrade.

Duties and Responsibilities

- To provide operational oversight
- Develop, review and report on performance on sustainable food targets and KPIs
- Appraise financial, regulatory and other risks relating to food procurement
- Ensure strategic alignment of sustainable food initiatives with a changing sustainable food landscape.
- Evaluate engagement activities and communications around sustainable food.
- Share best practices, innovations around sustainable food provision

Authority

- The Chair will coordinate the group's activities and priorities
- Decisions and recommendations will be consensus-based within the group
- Items requiring broader approvals will be escalated to Gather & Gather's and Estates & Campus Services Senior Leadership Team (SLT) and then to the Sustainability Steering Group who have delegated authority to ensure the University's sustainability ambitions are achieved in line with the 2035 University Strategy.
- Policy changes and larger strategic changes will be referred to VCG for approval.

TERMS OF REFERENCE AND MEMBERSHIP

Reporting

- Sustainable food performance metrics will be reported quarterly to the Sustainability Steering Group
- Financial reporting will occur through the annual planning cycle and quarterly updates
- Significant budget risks, changes in policy or mitigation needs will be escalated to the Vice Chancellor's Group.

Membership

Core Members

Position	Name
Chair	Phillipa Fletcher
Secretariat	TBC
Head of Environmental Sustainability	Michele Morley
Assistant Director: Commercial Services	Phillipa Fletcher
Environmental Compliance Officer	TBC
G&G Operations Manager	Claudia Reiter
G&G Sustainability Manager	Charlotte Thwaite
G&G Executive Chef	Peter Knibb
Student Union representative	TBC

Frequency of Meetings

- The group will meet quarterly at a minimum
- Ad-hoc meetings may be called as needed to address emerging sustainable food matters

Change History

Version	Date
1.0	