

## Sustainability in Food Working Group – Terms of Reference

### 1. Purpose

The Sustainability in Food Working Group exists to develop, implement, and review the University's **Sustainability in Food Policy**. The Group will ensure that all catering services across campus are:

- Legally compliant with relevant food, environmental, and sustainability regulations.
- Aligned with industry best practice in sustainable catering.
- Innovative in driving forward sustainability initiatives within the university's food offering.

### 2. Objectives

The Group will:

1. Monitor compliance with all relevant legislation and industry standards relating to sustainable food production, procurement, preparation, and waste management.
2. Identify opportunities for improvement in sustainability performance across all catering operations.
3. Propose and evaluate innovative practices, technologies, and menu developments to reduce environmental impact.
4. Ensure alignment of catering operations with the University's Environmental & Sustainability Strategy.
5. Promote awareness and engagement with sustainable food principles among staff, students, and visitors.
6. Review performance metrics against the University of Hertfordshire Health, Welfare and Sustainability in Food policy's KPIs
7. Track performance against other university institutions via the People & Planet rankings

### 3. Membership

The Group will comprise:

- **Senior Environmental & Sustainability Advisor - Chair**
- **Head of Facilities**
- **Business Support**
- **Campus & Contracts Manager**
- **Catering Contractor Account Director**
- **Catering Contractor Account Manager**
- **Catering Contractor Group Executive Chef**

Additional members or subject matter experts may be invited to attend specific meetings as required.

### 4. Roles & Responsibilities

- **Chair:** Facilitate meetings, set agendas, ensure action items are completed.
- **Business Support:** Coordinate meeting schedules, circulate agendas and minutes, track progress on action items.
- **Members:** Contribute expertise, share operational updates, and work collaboratively to achieve objectives.
- **Catering Contractor Representatives:** Provide operational data, feedback, and propose new initiatives for consideration.

## 5. Meetings

- **Frequency:** Quarterly, or more frequently as required.
- **Format:** In-person or virtual, with agendas and papers circulated at least five working days in advance.
- **Minutes:** Actions and key decisions will be recorded and circulated within ten working days of each meeting.

## 6. Decision-Making

Where consensus cannot be reached, the Chair will make the final decision, considering all views expressed. Recommendations requiring formal approval will be escalated to the Estates Senior Leadership Team.

## 7. Reporting

The Group will report to:

- **Estates Senior Leadership Team** – for operational and contractual matters.
- **Estates Sustainability Sub-Committee** – for alignment with wider university sustainability objectives.

## 8. Review

These Terms of Reference will be reviewed annually to ensure continued relevance and alignment with University objectives and legislative requirements.