



Renfrewshire Fair Trade Steering Group 29 August 2018 Corporate Meeting Room 2	Action
Present: Cllr. Iain Nicolson (chair), Colum Scriven (Rainbow Turtle), Gemma Elliott (Rainbow Turtle), Liz Cotton (Bridge of Weir and Houston Fair Trade Group), Cllr. James MacLaren, Mary Alice Mansell (Lochwinnoch Fair Trade), Lesley Scott (Lochwinnoch Fair Trade), Morag Thow (Lochwinnoch Community Council), Morag Stark (Kilbarchan Fair Trade & Gryffe High School), Moira Smith (Kilbarchan Fair Trade), Susan Hamill (Mary Russell School), Phil Broadis (Fair Trade Scotland), Eve Broadis (Fair Trade Scotland), Cllr. Tom Begg, Cllr. Jim Sharkey, Cllr. Bill Brown, Colin Grainger (Renfrewshire Council), Ross Crawford (Renfrewshire Council, minutes)	
Apologies: Cllr. Burns, Heather Rowan (Gryffe High), Samantha Barr (St Anthony's Primary), Martin Hamilton (Just Trading Scotland), Dave Mellor (Lochwinnoch International Aid), Michelle Coyle (Kirklandneuk Primary), Jenny Bhatia (Lochwinnoch), Molly McGavigan (Rainbow Turtle)	
1. Opening Remarks/Welcome	
Cllr. Nicolson welcomed the group and thanked them for their attendance.	
2. Apologies	
Ross Crawford read out the apologies for the evening.	
3. Previous Note and matters arising	
The previous note from 18 April, 2018 was agreed.	
4. Procurement	
Bridget Lambert Renfrewshire Council's Strategic, Commercial and Procurement Manager delivered a keynote presentation on Fairtrade in Renfrewshire Council. The presentation covered:	
 Renfrewshire Council's statutory duty to achieve Best Value Governance Procurement Thresholds Spotlight on spend Catering spend Council contracts 	
The presentation provoked interesting and thoughtful discussion on procurement of Fairtrade products within the Council.	





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Corporate Meeting Room 2 Cllr. Sharkey suggested that Elected Members from all parties should seek to achieve a better understanding of how other local authorities address Fair Trade. This could be done through contacting colleagues in surrounding authorities and that this would provide valuable lessons and insights for the Steering Group.	
Action: Elected members to contact colleagues in other local authorities.	Elected Members
It was agreed that further discussion and investigation takes place between Scotland Excel and the Council's procurement team. The Group were informed that Scotland Excel is the centre of procurement expertise for local government in Scotland.	
Action: Bridget to have further discussions with Scotland Excel on matters arising from her presentation	BL
Bridget invited any feedback regarding ethical procurement and Fair Trade to be sent to Colin Grainger via the Fair Trade mailbox.	
Action: All Group members to provide feedback	All
5. General Data Protection Regulation (GDPR)	
Colin Grainger made reference to the GDPR email that was sent on 23 May, and a subsequent follow up on 20 July.	
Colin informed the group that an email was required to be sent to all members of the Steering Group's distribution list. This was carried out on the recommendation of the Council's Legal Services. GDPR stipulates that contact details of individuals who have not agreed to the new requirements were required to be removed after 25 May, 2018.	
Colin stressed that it was important for group members to spread awareness of the new regulation, in order to help keep the number of members in the group as strong as possible. To date, a third to half of the previous distribution list have agreed to the new requirements.	
Action: All group members to spread awareness and encourage new membership where appropriate.	All





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6. Renfrewshire Fairtrade Status Update (including Local Partnerships)	
Colin Grainger introduced and circulated two documents on Fairtrade status that were previously sent to the group via email prior to the meeting. Colin noted that these documents had been produced to address an action arising from the Steering Group's previous meeting in April to investigate criteria required to achieve/renew Fairtrade status for Renfrewshire's towns and villages.	
One of the documents set out the definition of a Fairtrade Town and what goals were required to achieve Fairtrade status. The document also contained a table, displaying when renewal was due for each of the towns and villages in Renfrewshire. It was commented that there were some towns, such as Houston and Bishopton, which appeared to be missing from the list and this was to be investigated further.	
Colin asked that all group members review the table and provide comments on its accuracy and whether there are any other towns/villages missing from the list.	
Action : Colin Grainger asked for all comments and feedback to be returned via the Fair Trade mailbox.	All
Liz Cotton commented that Bridge of Weir and Houston groups had failed to achieve the Fairtrade Foundation status. She further noted that the strict criteria and demands set made it very difficult to achieve the status. The Group were asked to consider a stronger push to renew Renfrewshire's "Fairtrade Zone" status and that this could be one of the main focal points for the Group.	
Eve Broadis suggested that the Steering Group may want to consider the content and implications of the new International Fair Trade Charter which will be released 25 September. Eve asked if the charter could be distributed following its launch.	
Cllr. Nicolson asked the group to consider how it wanted to move forward on this matter. Should it consider pursuing Fairtrade status via the Fairtrade Foundation and/or develop its approach to Fair Trade in light of the new International Fair Trade Charter?	
Action : All members to consider the future direction of the Steering Group and provide comment via the Fair Trade mailbox.	All





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Cllr. Nicolson also highlighted a potential opportunity for the group to influence the development of the new Local Partnerships. This could be done by incorporating Fair Trade as a criteria for developing the new local partnership plans.	
Action : Cllr. Nicolson noted that he will look to get this issue on the agenda of Local Partnerships.	Cllr. IN
7. Renfrewshire Fair Trade School Awards 2018	
Colin Grainger provided an update on the Fair Trade School Awards. He informed the group that Todholm Primary School had won the John McDowell Primary School award, and Gryffe High School had won the Secondary School Award.	
Colin informed the group that both schools will receive the Fair Trade Schools trophy, along with a framed winners certificate.	
Colin also mentioned that the second and third placed schools would receive a "highly commended" certificate, with the remaining schools who sent a submission, receiving a "commended" laminated certificate in appreciation of their commitment and contribution to the Fair Trade campaign.	
Susan Hamill asked if the winning applications be circulated to encourage more schools to apply for the awards.	
Action: It was agreed that these could be provided on request as long as the winning schools were happy for their submissions to be shared.	CG/RC
It was noted that there was a total of 9 Primary School applications, and 2 Secondary School applications.	
Colin also noted that he would be in contact with the Council's Communications team to arrange a photocall for both winners. Cllr. Nicolson extended the invitation to the rest of the group to be involved in the photocall.	
Action : those members interested should contact the Fair Trade Steering Group Secretary via the Fair Trade mailbox.	All interested





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8. Steering Group Constitution, Support & Development of the Local Group Network & Fairtrade Fortnight	
Agenda items 8, 9 and 10 had been suggested by Dave Mellor. In his absence, these were considered together with Mary Alice Mansell speaking to the items in Dave's absence.	
(i) Steering Group Constitution	
It was noted that the constitution was last discussed in 2016. It was suggested that some aspects of the constitution were no longer appropriate. There was some discussion regarding the most up to date version of the constitution and that the minute of the June 2016 meeting was pertinent to this discussion. Cllr. Nicolson asked the group if there was still a need for the constitution to be updated, or were they happy with the current version. Colin Grainger was asked to circulate the most up to date version of the constitution of the Steering Group.	
Action: Colin Grainger to circulate constitution for comment regarding any possible change.	CG
(ii) Support & Development of the Local Group Network	
A discussion followed on the distribution of monies to support Fair Trade events across Renfrewshire in relation to the £10,000 allocation by the Council for the Steering Group's activities. Colin Grainger made reference to an email that was sent to members of the Steering Group on 10 May. The email included a pro forma detailing description of the event and the type of support that would be required.	
He noted further that to date, there had only been one reply. The group were asked to provide key dates/events that the Steering Group could support from its £10,000 allocation. This will allow the calendar of key dates to be developed and ensure better planning of events.	
Actions: All members to submit key dates/events via the pro forma. Colin Grainger to resend mail.	All/CG
(iii) Fairtrade Fortnight	
The group then discussed the time required to prepare for Fairtrade Fortnight.	





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Cllr. Nicolson noted that timing was tight last year and that the communications team could be utilised in order to promote events if we had early sight of those planned events.	
Action : it was agreed that a programme of activities be established at an early stage for Fairtrade Fortnight 2019 and funding for any other activities over the next six months be identified.	All
Liz Cotton added that preparation for events would allow for better scheduling. This would help to avoid clashes between events and activities.	
Cllr. Nicolson suggested a member of the Steering Group should lead the coordination of planning for Fairtrade Fortnight 2019. As Dave Mellor suggested, this agenda item it was agreed to contact him on taking up this role.	CG
Action: Colin Grainger to contact Dave Mellor.	CG/DM
It was agreed that consideration be given to posting the minute of the Steering Group meetings be updated on the Renfrewshire Council fair trade webpage.	
Action: RC Comms. Team to be contacted to explore this option	Comms/RC
11. Feedback on World Fair Trade Day May 2018 (including Thread Museum Dye Vat)	
Eve Broadis provided feedback on World Fair Trade Day which took place on 12 May. Eve provided an update on the presentation of the film "True Cost" at the Tannahill Centre. The event was attended by Anak Norm (Villageworks) from Cambodia. Following the film presentation, Anak visited Paisley Thread Museum. During a tour of the Thread Museum, Anak showed interest in an obsolete dye vat and noted that it could greatly benefit her organisation back in Cambodia.	
Eve informed the group that some weeks after World Fair Trade Day events she was contacted by Stephen Clancy (Paisley Thread Mill Museum). Stephen informed Eve that due to limited available space the museum would be disposing of the dye vat and did she think that it was possible to ship the vat to Cambodia. Eve subsequently contacted Cllr. Nicolson and Provost Cameron, seeking support to transport the vat from Paisley to Cambodia. This is currently being progressed within the Council.	





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Corporate Meeting Room 2 12. Fair Trade Forum & Charter (including WTFO Photographic Display)	
12. Fair Trade Foram & Charles (morading 11.11 & Friedgrapine Display)	
Eve addressed the group on the soon to be published International Fair Trade Charter. The new Charter refreshes the vision of Fair Trade and seeks to highlight Fair Trade's longstanding role in addressing challenges such as inequality, gender rights, climate change and other topics of the UN Sustainable Development Goals. As noted previously in item4, the charter will be launched on 25 September, 2018.	
Eve and Phil Broadis also presented and circulated Malawian 'Mzuzi Coffee', which is to be launched as the first guaranteed and certified Fair Trade Coffee. The coffee will display both the Guaranteed and Certified Fair Trade marks on the pack (see attached images).	
Eve and Phil also drew attention to the WTFO Photographic Exhibition, which had been set out around the meeting for members to view. Further information on the Charter and coffee launch can be found at: http://www.fairtradescotland.co.uk	
13. Any Other Competent Business	
Colum Scriven (Rainbow Turtle) announced that the shop front at Rainbow Turtle was in need of some maintenance. Colum informed the group that it was likely that the cost of the maintenance would be £2,500 - £3,000 and sought funding from the group to cover this cost.	
Cllr. Nicolson drew Colum's attention to Renfrewshire Council's "Retail Improvement Scheme". Cllr. Nicolson agreed to contact a Renfrewshire Council officer on this matter and the possibility of providing support.	Cllr. N
14. Date of next meeting(s)	
The date for the next Steering Group meeting was confirmed as the evenings of 24 October and 16 January.	
15. Closing Remarks	
Cllr. Nicolson thanked everyone for their input and for another strong attendance.	