

**THE HIGHLAND COUNCIL  
FINANCE, HOUSING AND RESOURCES COMMITTEE  
FAIRTRADE STEERING GROUP**

Minute of Meeting of the Fairtrade  
Steering Group held in Council  
Headquarters, Inverness on  
Tuesday, 18 June, 2013 at 2.00 p.m

**PRESENT:**

Mr H Wood, The Highland Council  
Ms J Campbell, The Highland Council  
Mr R Saxon, The Highland Council  
Ms J Keast, Inverness Fairtrade Group  
Ms H Kirk, Inverness Fairtrade Group and Inverness & Moray Co-op Area  
Committee  
Mr S Kelly, The Co-operative Membership  
Mr J Alexander, Presbytery of Inverness  
Mr G Morrison, Parliamentary Officer, Chief Executive's Service  
Mr A MacInnes, Administrative Assistant, Chief Executive's Service

**BUSINESS**

**Mr H Wood in the chair**

**1. Apologies for Absence**

Apologies for absence were intimated on behalf of Mrs J Slater, The Highland Council, Ms J Scott, Ullapool Fairtrade Group and Ms S Appleby, One World Group.

**2. Declaration of Interest**

The Group **NOTED** that there were no declarations of interest expressed.

**3. Minutes of Last Meeting**

There was circulated for information, the Minutes of the last meeting of the Group held on 12 February, 2013 which were **NOTED**.

**4. Fairtrade Zone Status Renewal – Action Plan**

There was circulated Report No. FTSG/1/13 by the Chief Executive which provided an update on the Fairtrade Zone Status Renewal Action Plan which would form the basis for the renewal application that would be submitted towards the end of 2013.

The action plan had been updated to reflect decisions taken at the last Steering Group meeting and actions that had subsequently been undertaken.

It was reported that key issues to consider were – progressing geographical spread of towns/communities working towards Fairtrade status; how to achieve the target increase of 20% in new businesses using Fairtrade; how to achieve the target increase of 20% in existing businesses expanding their Fairtrade range; and how to expand the number of schools achieving or working towards Fairtrade school status.

A copy of the renewal form from the Fairtrade Foundation, was also circulated, which included a suggested action plan template which would set out the Highland's Fairtrade objectives over the next two years. It was proposed that the existing action plan be amended to follow the Fairtrade Foundation template. The renewal form required to be submitted by October, 2013. The Steering Group would consider the draft renewal form response at its meeting in September. Members were encouraged to send in information and photographs of their Fairtrade events which would support the renewal application.

In terms of the Action Plan to meet the Fairtrade Foundation Goals, the Group made the following additional comments:-

Goal one – *(Local council passes a resolution supporting Fairtrade)*

**NOTED** that the Group would continue to encourage Catering Services in the Education, Culture and Sport Service to have as wide a range of Fairtrade products as possible.

**AGREED** to ask the Education, Culture and Sport Service if they promoted Fairtrade school uniforms.

**NOTED** that Highland Council did not require to pass a new resolution supporting Fairtrade.

**NOTED** that letters had been sent to Community Councils asking if they would like to consider setting up a Fairtrade Group in their area. There had only been a few responses to date, but it was advised that a number of Community Councils were still to consider the request.

**AGREED** that Ward Managers would be contacted with a view to establishing what Community Council Associations there were in their area. These Associations would then be contacted to ascertain if they would like to receive a presentation on Fairtrade.

**NOTED** that funding for a Fairtrade leaflet would be provided by the Council and that a draft of the leaflet would be circulated to the Group for comment.

Goal two – *(a range of (at least four) Fairtrade products are readily available in*

*the area's shops and served in local cafes/catering establishments)*

A target of 20% of the number of businesses that will expand their range had been set by the Steering Group. This amounted to 15 retail outlets and 9 catering outlets. In this respect the Group would require to identify retail and catering outlets that sell Fairtrade products.

It was **AGREED**:-

- i that the number of churches in the Inverness Presbytery that used Fairtrade Products would be ascertained.
- ii that the Steering Group would encourage local Fairtrade Groups and individuals to continue to promote and widen the range of Fairtrade products. Any new contacts would be encouraged to register on the Highland Council's Fairtrade web page.

Goal three – (*Fairtrade products are used by an appropriate number of local work places and community organisations*)

In terms of identifying another Flagship employer, the Group **NOTED** a number of possible organisations that could be considered such as Dounreay; Scottish Canals; Global Energy – Nigg; NHS Highland; Highlife Highland; Caledonian Macbrayne; Scotrail; Jacobite Cruises.

In relation to agreeing an achievable target for the number of schools that become or are actively working to become Fairtrade, it was **AGREED** an approach be made to the Director of Education, Culture and Sport Service to enquire about the possibility of a report being submitted to the Adult and Children's Services Committee on the current position regarding schools that were or are actively working to become Fairtrade. The report could also link Fairtrade with the ECO schools programme.

It was **NOTED** that contact would be made with churches inviting them to become Fairtrade.

Goal 4 – (Attract Media coverage and popular support for the campaign)

It was **NOTED** that funding had been received for three bilingual signs for Inverness becoming a Fairtrade City.

**AGREED** that the Group would use every opportunity it could to promote Fairtrade.

Goal 5 – (a local Steering Group is convened to ensure progress and continued commitment to the campaign)

It was **AGREED** that a letter be sent to Inverness Business Improvement

District and the Caithness Chamber of Commerce inviting them to have a representative on the Steering Group.

**NOTED** that if there was a Steering Group meeting where there was a particular focus on young people, then schools which had Fairtrade status could be invited to send a pupil representative to the meeting.

#### **5. Local Fairtrade Group Updates**

The Group **NOTED** updates on activities undertaken or being planned by local Fairtrade Groups.

#### **6. Date of Next Meeting**

The Group **AGREED** that arrangements be made for a further meeting of the Group in September, 2013.

The meeting ended at 3.30 p.m.